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Edn (~~195~~) Department.

1805 Edu 18 SERIES.

G.O. No. 1805 Edn

Ms 87

21.7.61

Dated 21.7.61

Closed

Suppl.

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[Despatch Abstract.]

Education. CARE midday meal programme. Distribution of commodities — Additional staff sanctioned.

	No.	Department	Date	
Memo	19400/62	Edn	10-7-62	
Ms	241	Edn	2-2-62	
Ms	3059	Edn	22-12-62	
Ms	2346 Edn 2347 Edn		20-4-63	

Ms 564 Edn 21-4-64

Perumal

Ms 619 Edn 14-3-77

G.O. Ms - 101 Edn. 2-2-[illegible]

[illegible]

செப்பனிடுபவர் பெயர்

செப்பனிடுவதற்காக எடுத்துக் கொள்ளப்பட்ட நாள் 12/2000

செப்பனிட்டு முடித்த நாள் 4/01

சரிபார்க்கும்

"VERY URGENT"

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EDUCATION DEPARTMENT.

From

SRI N.D. SUNDARAVADIVELU, M.A.,L.T.,
DIRECTOR OF PUBLIC INSTRUCTION,
Madras.

ASSISTANT SECRETARY TO GOVERNMENT
25 MAY 1961
EDUCATION AND PUBLIC HEALTH DEPARTMENT

To

The Secretary to Government,
Education & Public Health Department,
Fort St. George,
Madras.

R.CL. No. 26/61-2: Dated 25th May, 1961.

Sir,

Subject:- CARE - Midday Meal Programme in Elementary Schools in Madras State - Administration of the Scheme - Creation of posts of Field Supervisors - Proposals.

Reference:- D.O. letter No. 45257 E.6/61-11 Education, dated 19-5-1961 from Sri S. Guhan, I.A.S. Deputy Secretary to Government, Madras.

***

IN continuation of my Confidential letter R.CL. No. 26/61-1, dated 20th May 1961, I have to state that besides the creation of a post of SPECIAL OFFICER in the Madras Educational Service, the holder of which will be in over-all charge of the programme under the direct control and guidance of the Director of Public Instruction and the CARE Administrator, there is need for the creation of three more posts of FIELD SUPERVISORS so that the Programme may be implemented efficiently and smoothly. As the Scheme involves the direct distribution of the articles of food (viz., Rice, milk-powder, cooking oil, etc.) to the various feeding centres spread throughout the entire State, it is absolutely essential that there should be adequate machinery to see that the articles are distributed systematically and efficiently and

Education Department

From

Sri N.D.Sundaravadivelu,M.A.,L.T.,
Director of Public Instruction,
Madras.6.

To

The Secretary to Government,
Education and Public Health
Department,
Madras.9.

Rc.No. 18 SM/61 dated 7-7-61.

ASSISTANT SECRETARY TO GOVERNMENT
11 JUL 1961 66220
EDUCATION AND PUBLIC HEALTH DEPARTMENT

Sir,

Sub: CARE - Midday Meal Programme in Elementary schools Staff for godowns in Madras City - Sanction requested.

...

The first consignment of milk powder under the Care Midday Meal Programme is expected to be received in the course of this month. Government have ordered in G.O.Ms.No.1663 Education dated 6-7-61 that one of the blocks occupied by the T.U.C.S. in the Gopalapuram Godowns may be handed over to the Education Department for storing the commodities received from CARE. One block will not be adequate. Government are being addressed separately for allotting the western half of the block (D) occupied by the Director of Public Health to the Education Department for this purpose.

2. When the blocks are occupied adequate staff should be employed for keeping watch over the stores and maintain accounts of receipts and issues and also to submit periodical reports and returns. Watch should be kept round the clock. The Director of Public Health has employed three watchmen for the block, each doing duty for eight hours a day. It has been ascertained that the Regional Director of Food (Ministry of Food and Agriculture) is also employing three watchmen for each block. Accordingly I submit for the sanction of Government the following proposals for the employment of staff for the godown:

i) Clerical Staff:

The responsibility of the individual in charge of the Stores is great. He will be placed in charge of materials worth several lakhs of rupees at a time. Only a person of proved integrity, who can be ever alert and vigilant, can be appointed as Store-keeper. He should also be required to furnish a cash security of Rs.2,000/- (Rupees Two thousand only). He will have over-all supervision over the receipts and issues of [illegible]. In view of these the Storekeeper to be appointed should be given the scale of Rs.150-5-200 which is the revised scale fixed for Grade III Store-keepers in the state Transport Department. A lesser scale would not attract a proper and reliable person to the post.

The store keeper will have to be assisted by at least two Upper Division Clerks to begin with. There should be one person at the place where the materials are unloaded from the lorry or truck near the godown and another at the place of stocking in the godown. Smimilarly when the materials are despatched one person will watch the clearance from the stocks and the other will watch at the loading point. Two clerks are therefore needed for attending to these items of work and also for assisting the Store-keeper in scriptory work.

ii) Watch and ward:

As watch has to be kept throughout night and day, three watchmen, each doing 8 hours' duty, are necessary for each of the two blocks. Watchmen paid from contingencies would not at all be adequate

for this work. The watchmen will have to forgo all holidays and d their duty even on holidays. It may be necessary to appoint Gurka watchman. A special rate of pay is therefore necessary for attrac suitable persons to this work. I would therefore recommend a cons dated pay of Rs.90/- p.m. inclusive of all allowances for each watchman.

3. In the circumstances explained above, I recommend tha Government may sanction the employment of the following staff for the godown.

i. One store-keeper on the scale of Rs.150-5-200 plus usual allowances.

ii. Two Upper Division Clerks on the scale of Rs.125-5-175 plus usual allowances.

iii. Six watchman on a fixed pay of Rs.90 each per month incl sive of all allowances.

4. I request the urgent orders of Government on this let

5. These proposals relate only to the pressing requirements staff for the godown at Gopalapuram now being taken over. Complet proposals for all the staff required in Madras and in the Distric will be submitted separately.

Yours faithfully,

(signature) 9/7/c

for Director of Public Instruction.

7 (5b)

EDUCATION DEPARTMENT

From
Sri N.D.Sundaravadivelu, M.A.L.T.,
Director of Public Instruction,
Madras-6

To
The Secretary to Government,
Education and Public Health
Department, Madras-9.

-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-c-

C.No. 20 SM/61 dated 12th July, 1961.

Sir,

Sub: School Meals Programme - Distribution of Commodities offered by CARE Organisation.

I am submitting herewith a Note on the Scheme for distribution of the commodities offered by CARE Organisation.

Yours faithfully,

S. Va d ... (signature)

for Director of Public Instruction.

(6)[b]

Sub: CARE Organisation - Offer of assistance for Midday Meals Scheme in Madras State- Scheme for distribution.

I ORGANIZATION: -

Office accommodation for the CARE Staff and the Special Officer for School Meals Programme:-

1. Soon after Government's acceptance of the CARE Programme Mr. Fred Davies, Assistant Director, CARE, New Delhi visited Madras and had discussions with the Secretary and the Deputy Secretary, Education and Public Health and also with the Director of Public Instruction and the Special Officer for School Meal Programme. He was taken round and shown the proposed godowns at Gopalapuram the proposed office accommodation in the Old College compound and a few residential buildings for the CARE Administrator. He was completely satisfied with the Gopalapuram Godowns. As regards the other items he wanted to consult Dr. Kline. Mr. Banerjee, the CARE Administrative Officer, who visited us later, was also shown the proposed office accommodation. It has now been decided that the CARE Office should be located in the Red building in the compound of the office of the Director of Public Instruction, Madras. However the CARE authorities wanted certain essential improvements to make the Office suitable for occupation by the American Administrator. The Public Works Department authorities have been contacted in person and requested to carry out these improvements immediately. The Executive Engineer, Madras South, had also been addressed in Director's Letter R.C. No.1312 K1/61 dated 4.7.1961.

2. The CARE Administrator in Madras will be assisted by three Field Representatives appointed by the CARE Director. The Field Representatives will be concerned with the over all arrangements for receiving the stock at the port and handing them over to the Department at the godowns. Regarding the other aspects of the scheme they will act as 'observers',

SCANNED

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collect reports from the various points of distribution and consumption and make their own reports to the CARE Administration on the working of the Programme.

3. The detailed implementation of the Programme is entirely the responsibility of the Department. It has to be ensured by suitable machinery and detailed organisation that the whole scheme works to the satisfaction of all concerned. A vigorous system of verification of stocks at the various storage points in the districts, frequent checking at times of distribution and constant visits to midday meals centres to check stock and accounts and to ensure that the food actually served is upto the standard expected, is indispensable to the proper working of the scheme. Considering the volume of the CARE aid accepted and the enormous number of about 22,000 midday meals centres spread over the entire state that will be concerned in the programme the amount of work and responsibility involved is tremendous. Adequate special staff of proper status in addition to the present set of officers, is, therefore, absolutely necessary. At Headquarters the Special Officer, under the direct control and supervision of the Director of Public Instruction will be responsible for the Programme. He has got to be assisted by at least three Field Officers exclusively for this purpose stationed in important centres of the State. They will have to be constantly on the move checking and smoothing out difficulties wherever they arise and taking issues promptly to the notice of the Special Officer and the Director of Public Instruction. These three officers should be from the Education Department, thoroughly conversant with Departmental set up and administration. As already recommended Three Field Officers of the grade of District Educational Officers may be sanctioned for this purpose.

In the discussions with Mr. Banerjee it was decided that they could be stationed in different stations one in Madras, one in Madurai and one in Coimbatore. This may be agreed to.

The question of clearance of goods at the Port, storage and transport in the city as well as in districts and the scheme of distribution down to the midday meals centres were discussed with the CARE Representatives and later finalised at a conference of the Director of Public Instruction, the Secretary to Government, Education and Public Health Department, the Deputy Secretary to Government, Education and Public Health Department and the Special Officer for School Meals Programme with the Minister for Revenue on 3rd July, 1961. I am giving below a detailed account of the scheme based on the discussions and decisions arrived at.

II CLEARING AND STORAGE IN THE CITY.

Unloading at the Harbour.

4. When the shipment arrives it is landed by stevedores appointed by the steamer agents and cleared from the shore and stacked in the Transit sheds at the Harbour by the Port labour. The commodities have to be removed from the Transit sheds within three clear days of completion of discharge of the cargo. If the consignment is not cleared within that period demurrage should be paid. The Port authorities act as bailees for the steamer agents. They utilise the services of the Police for bandobust purposes within the harbour limits. The consignees or their Clearing Agents are not normally allowed to employ watchmen in the transit shed. If at the time of clearance from the transit shed any shortage is noticed it should be reported to the Port authorities. They will issue a certificate on the basis of which action will have to be pursued against the steamer agents for recovery of the shortage.

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Handling Agents:

As agreed to at the conference with the Revenue Minister the commodities should be taken to the City godowns in the first instance and only after verification the supplies should be despatched to the districts. Hence the goods will move from the harbour to the City godowns at Gopalapuram.

5. This is not the first time that CARE is operating a programme in Madras. They have already been supplying food commodities to the Midday Meals Scheme of the Corporation of Madras. For all their shipments arriving in Madras their Clearing Agents have been M/s. A.M. Ahmed & Co. The Regional Director of Food, Southern Region, Madras has also been employing M/s. Ahmed & Co., as Clearing Agents for gift articles. Mr. Banerjee, CARE Administrative Officer, assures us that out of the many clearing Agents CARE have tried all over the country M/s. Ahmed & Co., have been found to be the most reliable and reasonable in their charges. As the clearance of goods from the Port is the responsibility of CARE, though the expenses may have to be met by the State Government, and as CARE have had long business dealings with M/s. Ahmed & Co., it is advisable to engage them as Clearing Agents for the shipments received under the CARE Programme. This is what they would also desire. This was discussed and agreed to at the conference with the Minister. They will clear the consignment from the Transit Shed and load it into lorries, (2) transport to the godowns, (3) unload from the lorries and (4) stack in the godowns.

Storage:

6. It was understood from CARE that the commodities will arrive in roughly three equal consignments spread over a year. On this basis it was worked out that all the four godowns in Gopalapuram and two godowns at Egmore will be required at a time for storing the first consignment of

all the four commodities and Government have been requested to release them in letter R.C.No. 2 SM/61 dated 30-5-61. Orders releasing them may be issued immediately as they have to be vacated by their present occupants. The immediate requirement is, however, for storing the first shipment of 4.3 million pounds of milk powder. To meet this pressing need Government have issued orders in G.O.Ms.No. 1663 Edn., dated6th July,61 that one of the two Godowns in Gopalapuram occupied by the T.U.C.S. should be handed over to the Special Officer for School Meals Programme on or before 15.7.1961. The Managing Director of the T.U.C.S. was contacted by the Special Officer on the 5th and 10th in connection with the release of the Godown. The Managing Director promised to release it as directed by the Government. One Godown will not be adequate for storing 4.3 million pounds of milk powder. The Director of Public Health is using one of the four blocks in Gopalapuram for stocking Drugs and Diet ~~Supplies~~ Supplementaries and Milk Powder received from UNICEF. The entire block is not used by him. The western half of the block can conveniently be spared by him for stocking the Milk Powder received under CARE Programme. Government have been addressed through the Director of Public Health for placing the western half of the block at the disposal of the Education Department. A personal request has been made for forwarding the letter to Government immediately by the Director of Public Health. The letter should have reached Government already. If this also is given to the Education Department the total space available would be 13,650 sq.ft. which will be adequate. (Annexure) A wooden partition has to be put up at the middle of the block occupied by the Director of Public Health. Proposals for this will be submitted separately.

7. The godowns will require to be watched round the clock. It was agreed at the conference with the Minister that the No. of watchmen employed for each godown will be on the same scale as the Regional Director of Food. It has been ascertained that the Regional Director of Food has

appointed 3 watchmen for each of their godowns. Accordingly for the two Godowns which will be used by the Education Department for the time being, there should be three watchmen for each of the godowns. Proposals have been submitted to Government for the appointment of these watchmen in letter R.O.No. 18 SM/61 dated 7-7-1961.

III MOVEMENT FROM PORT TO CITY GODOWNS.

8. The goods will be loaded into lorries and moved to the godowns by the clearing and forwarding agent. For each lorry the Port authorities issue a Vehicle Ticket. The quantity loaded into the lorry is indicated in it. This serves as a gate pass and it should be surrendered to the Port Official at the exit gate. The clearing agent viz., M/s. Ahmed & Co., acknowledge receipt of the quantity loaded into the lorry on the Vehicle Ticket. He also acknowledges receipt of the entire quantity transported during the day on the closure of the day's transaction on 'the import application. In addition to this the clearing agent issues a Convoy Note in duplicate indicating the Lorry ~~Nukber~~ number, Name of the Lorry driver, No. of packages loaded with markings, if any, every time a lorry moves with a consignment to the City godowns.

At the Godowns:

9. When the lorry reaches the godown, the contents will have to be checked with reference to the Convoy Note and its receipt acknowledged on one copy of the Note which will be returned to the driver while the other copy will be retained for the file. For this and other subsequent work the following staff will be required for each godown:

(1) One Store Keeper and
(2) Two Upper Division Clerks

Government have been addressed for sanction of the above in letter R.O.No. 18 SM/61 dated 7.7.1961. The Store Keeper assisted by the two Upper Division Clerks will have over all

supervision of the operation of unloading goods arriving from port.

A stock and issue register will be maintained by the Store Keeper in which will be entered the daily receipts and issues. The register will be checked by the Special Officer.

10. Though the floor of the godowns is cement concreted it will become damp when it rains as cement has a tendency to absorb moisture. If the commodities are stacked in direct contact with the cement flooring they will be damaged. Proposals will therefore be submitted separately for laying planks over the floor.

IV DISTRIBUTION

Area of ~~the~~ distribution for the different commodities.

11. Government have agreed that the commodities will be distributed as follows:

Milk powder and cooking oil - To all centres under the Madras School Meals Scheme.

Rice and cornmeal - To all centres under the Madras School Meals Scheme in Municipalities and selected Major Panchayats.

Channel of distribution:

12. It was decided at the conference with the Minister that the distribution of all the commodities will be from the City godowns to the District Educational Officers and from the District Educational Officers to the Deputy Inspectors of schools and from the Deputy Inspector of schools to the midday meals centres.

Frequency of distribution:

13. The question of the frequency of supplies from the Central Godowns, Madras to the District depots ~~was~~

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(13) ~~60~~ 61 D

E.P.P.
Esu

Sub: Education – CARE midday meal programme – Supply of big size typewriter to the Office of the D.P.I & Field Offices – ordered.

From D.P.I.
Rc no. 806 – C13/64 d 20.9.6

Memo no. 111753 – ~~A7444~~ – Espl/63 dated 11/12/

In modification of the orders issued in paragraph of G.O (Ms) no. 1805 Edn d 21.7.6 the Govt. sanction the supply of a big size typewriter to the office of the D.P.I and to each of the two field offices Madurai & Coimbatore.

This order issues with the concurrence of the P.W.Dept. vide their U.O. no. 8550 – P3 – 4.1 d 9.12.64

2. The typewriters should be placed incharge of qualified persons responsible for their proper maintenance, care & upkeep.

/ S.O.F.

(H) / 61.63 CF

CENTRAL DESPATCH BRANCH
Despatched by
13/12

To
The D.P.I.
The C.S.P.
The P.W.Dept.
(Esu)

Cas
6.12.64

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...ote. Pwd may see before issue.

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6/12

9 - DEC 1961

PWD

L.W.D.(Pg)

E & PH. Lr. no. 111753/61-
7.12.61

The Draft ~~order~~ Memo overleaf may be accepted subject to the additions indicated therein in pencil and the file returned to E&L.H. Dept.

ASST. SECRETARY TO GOVERNMENT
8 - DEC 1961
PUBLIC WORKS DEPARTMENT

[illegible]
8.12.61

[illegible]
9.12.61

E & P.H.

Supdt.

L.W.D.U.O. No. 2550/61-1
9-12-61

119336

The Draft memo overleaf as added to ... Pwd. may issue. After issue the papers may be filed with the original of G.O. (Ms) No. 1805 E&H dated 2.7.61.

(H)

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...12.61

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10/12

the entire stock supplied is accounted for satisfactorily. The Officers should have at least the status of District Educational Officers for the proper implementation of the Scheme. I, therefore, request that the Government may be pleased to sanction the creation of 3 temporary posts of FIELD SUPERVISORS on the scale of Rs. 300--800 with the usual allowances, for a period of one year in the first instance.

I solicit the favour of urgent orders.

Yours faithfully,

DIRECTOR OF PUBLIC INSTRUCTION.

Note f.6 62 b (14) 125

E.&PH.Department

The Director of Public Instruction has sent a "note"on the scheme for distribution of the commodities offered by CARE organisation. The note was received this morning. I have numbered the paragraphs and discuss the proposals below. The arabic numbers in the note below refer to the concerned paragraph numbers in the D.P.I.'s note.

I. ORGANISATION

(1) deals with the arrangements made for providing office accommodation to the American Administrator. The Special Officer is in touch on this with the CARE representative, Sri S.K.Banerjee and no action at Government level is necessary just now. Dr.Kline, Director of CARE at Delhi will also be inspecting the premises in due course and make their requirements known to us.

(2) deals with the three field representatives appointed by CARE. By the end of this week, all the three representatives will be in Madras. The D.P.I. has not stated whether he has issued instructions to his subordinate officers (Divisional Inspectors, D.E.Os. and Deputy Inspectors) to afford all facilities to these three observers to carry on their work. We may request him to do so immediately.

(3) contains proposals for three D.E.Os., to be stationed at Madras, Madurai and Coimbatore to assist in " a vigorous system of verification". It is necessary and desirable that at least each education division should have one officer who can go round all the

districts comprised in the division, assist the D.E.Os. and the Divisional Inspectors and act as a liaison between the D.E.Os. and the Divisional Inspectors, the D.E.Os. and the CARE observers and the District Officers and the Special Officer at Madras. The need for three such officers may be accepted in principle. This will be processed separately for issue of orders.

We may sanction one DEO for each of the two Divisions, Madurai & Cuddalore. A DEO for Madras may not be necessary as the Special Officer and the two regular DEOs should be able to look after the needs of the city.
[initials]
14.7.61

II CLEARING AND STORAGE IN THE CITY

(4) In view of the imperative need to avoid any pilferage during the handling at the Harbour it has to be checked up if the Port authorities would need any special Police bandobust arrangements at the Harbour during the unloading. The Special Officer may be requested to do this and to bring it to the attention of the Port authorities that Government are very keen on avoiding any shortage.

No need. The Port authorities are handling much more valuable cargo and can be expected to look after their needs.
[initials]
14.7.61

The Special Officer has been separately addressed to ascertain from the Collector of Customs, the procedure for obtaining exemption from customs duty and "harbour dues". The general orders on the subject have been brought to his attention.

(5) deals with the handling Agent. The idea so far has been that CARE should act as our agent and arrange through Messrs Ahmed and Co. to handle the stuff at the Harbour, load it in lorries, transport it to the City godown, unload and stack it there. Sri Banerjee of CARE informs me today that he discussed this with Dr. Kline over the trunk phone and CARE now feel that it would be better for the State Government to enter into a direct arrangement with M/s.Ahmed

and Co. The Special Officer has been collecting quotations from some of the handling agents and it is understood that the D.P.I. will send separate proposals on this. We may ask him to expedite them. As formal tenders have not been invited, relevant provisions of the Madras Financial Code may have to be relaxed. It must be ensured that a proper agreement is entered into with the firm.

(6) deals with storage in the City. As far as milk powder is concerned, orders have issued in G.O.Ms.1663, Edn., dated 6-7-61 placing one ~~mf~~ godown at the disposal of the Special Officer. The Special Officer has already submitted proposals to the D.P.H. for releasing one half of the godown occupied by him. It is understood that since the D.P.H. is engaged in the floods, the proposal is being held up. This will be got from the D.P.H. and orders issued on it separately. There will be no problem regarding storage accommodation for the first instalment milk powder arriving here early next month.

Regarding the other commodities, the Special Officer has just sent a bland request for making available all the four godowns at Gopalapuram and two godowns at Egmore. We have no idea as to when the other commodities will come. There is no point in making other Government Departments vacate their storage space and keeping the godowns in idleness for a long period. In any case, we can instruct the Chief Engineer to inform

the occupiers of the godowns to keep themselves in readiness to vacate within a fortnight's notice. The Chief Engineer has already been addressed in this regard and the matter will be pursued and orders issued quickly.

(7) deals with watch and ward staff for the godown. The proposal is to have three watchmen for each godown on the basis of the practice with the Regional Director of Food. As we are using only 1½ godowns now, it may be enough to have only three watchmen altogether. However, it seems expedient to sanction six watchmen as requested by the D.P.I. and to ask him to entertain only the number strictly necessary.

Three watchmen may be employed for the godown released by the T.U.C.S. As regards the part of the godown released by the DPH, his watchmen may be asked to look after our portion also. If there are no watchmen of his, we may employ our own.
[illegible]
-16.1.61

III. MOVEMENT FROM PORT TO CITY GODOWNS

(8) This will be done by the handling agent. No comment is necessary.

(9) deals with the procedure to be followed at the godown and the staff to be employed. We may agree for the sanction of one store-keeper and two Upper Division clerks. The Special Officer has sent separate proposals on this including furnishing of a security by the store-keeper. They will be processed further.

(10) The Special Officer may be requested to expedite his proposals for making proper arrangements in the godowns to prevent damp.

IV. DISTRIBUTION

(11) This has been approved at the discussions held at Ootacamund except that Kanyakumari was not specifically excluded and communicated to the D.P.I. No action is necessary now.

(12) The channel of distribution has been

(16) 64 b

approved by C.M. and M(R) already.

(13) Frequency of distribution has been approved by C.M. and M(R) already.

(14) The D.P.I. may be requested to send for the information of Government the quantum of each commodity to be supplied to each range and Education District urgently. I understand from the Special Officer that none of these commodities are proposed to be sent to the Primary Schools in Kanyakumari District since the old Travancore Cochin Government's "noon-feeding" scheme is in operation. A policy decision will have to be taken on this. Similarly a decision may also have to be taken at Government level on the commodities to be given to the Madras City Corporation schools. As far as the Corporation is concerned, there is no problem about milk powder since they are already getting it for primary school children from the Catholic Relief Council.

(15) The mode of transport from the City godowns to the districts has been settled only for milk powder. The comparative cost of transport by road and rail has not been worked out as the Special Officer has not obtained quotations with regard to road transport. A decision has been taken that the milk powder may be transported by lorries irrespective of the distance. We may accept it just now and re-examine on the basis of comparative costs. We may have to change the mode of transport to rail after two or three months. If this is proposed to be done, it will have to be ensured that a long-term contract with the road transport companies

is not entered into.

V. STORAGE AT THE DISTRICT LEVEL

(16) The proposals for storage in District Educational Officers' offices are vague. It has been estimated (Annexure) that 4.3 million pounds of milk powder would be equivalent to 79,630 or 80,000 cartons. On the average, each Educational District will get 400 cartons. On the basis that 10 cartons can be stacked in a room of average height, it would be necessary to have a room of area 60 sq.ft. to stack the cartons. Presumably, the D.P.I. is waiting for his Divisional Inspectors to survey the position before sending a full report on this. He may be requested to send a clear report on the availability of adequate and proper accommodation at the Educational District headquarters.

(17) Each Deputy Inspector will have to handle about 20 cartons on the average. This may not occupy much space. The D.P.I. may be requested to send a detailed report on the basis of the survey mentioned by him in this paragraph.

(18) No comments are necessary except those already made against paragraph 15.

(19) May be approved.

(20) deals with transport from the D.E.Os. to the range headquarters. Each Deputy Inspector will, on the average, have to transport 20 cartons or 1/2 a ton of stuff. It may not be possible for him to do this by mofussil buses. The D.P.I. has therefore proposed that the stuff should again go by lorry. This question

will have to be gone into in great detail for every educational district. The handling and lorry charges have to be standardised. It will have to be ascertained whether lorries ply on each of the necessary routes. In some cases, it may be more economical to hire one lorry and make it go round a set of range headquarters. The D.P.I. may be requested to apply his mind to this problem and work out a detailed blue-print and also estimate the cost involved.

(21) May be approved.

VI. STAFF FOR THE DISTRICT EDUCATIONAL OFFICER

(22) One Upper Division Accountant for the District Educational Officer's office is quite necessary and may be approved. In cases where the stuff is stored in the D.E.O's office it will be there only for one or two days in the month and two watchmen may not be necessary. We may sanction one watchman and request the D.P.I. to maintain a "round-the-clock" watch with the help of local peons.

VII. DISTRIBUTION BY THE DEPUTY INSPECTORS OF SCHOOLS.

(23) This has ~~ax~~ been already approved by C.M. and M(R).

(24) May be approved.

(25) May be approved.

(26) The D.P.I. has requested the sanction of one lower division clerk in the office of each Deputy Inspector. This will mean the sanction of about 260 lower division clerks for the entire State and no doubt involves

a heavy financial commitment. However, today a letter has been received from M(F) by Secretary, E.&PH. in which we are informed that the CARE offer may be stepped up by 50% in the next year and progressively increased and that the offer is likely to continue for some more years. It is therefore desirable that we have a quasi-permanent staff for this purpose. We may agree to the request to have one lower division clerk for each Deputy Inspector.

I am not sure whether there will be enough work for one clerk. The Dy. Inspectors have got some staff already and the question will have to be examined further in the light of this staff.
[initials]
14.7.61

(27) May be approved.

(28) May be approved.

SUPERVISION OF THE SCHEME

(29) Separate proposals on this have been received already and orders are under issue approving the holding of these conferences.

(30) In addition to the officers mentioned by the D.P.I., we may, I think, authorise the Revenue Inspectors to visit schools. Orders on this can issue from Government after consulting the D.P.I. about including Revenue Inspectors.

(31) The present stage of each of the points raised in the note is given below:

1. Action will be taken on receipt of proposals from the D.P.I. He is being asked to expedite them.

2. After the note against paragraph (3) is approved, orders will issue in consultation with Finance Department and after circulation.

(18) 86 b

3. Orders will issue by the end of this week regarding one-half of the godown now occupied by the D.P.H. Regarding godown space for the other commodities, proposals will be processed in consultation with the Special Officer and the Chief Engineer.

4. After approval of the note against paragraph 22, action will be taken to sanction one Accountant and one watchman to each District Educational Officer in consultation with Finance and after circulation. Similar action may also be taken for sanction of one L.D.C. to each Deputy Inspector after the note against paragraph 26 is approved. The D.P.I. has not worked out the financial implications nor has he furnished the number to be sanctioned. This will be got separately and action taken.

Please see my remark against this item on pre-page.
Ws 14.7.61

5. The D.P.I. can be formally informed that this is aproved.

6. The D.P.I. has to send proposals after getting quotations and we will have to await their receipt.

7. At the conference held in M(R)'s room Secretary asked the D.P.I. to send proposals for sanctioning a permanent advance of Rs.1000/- to each D.E.O. to incur contingent expenditure. It is understood that the D.P.I. will be sending separate proposal on this after meeting the D.E.Os. on the 19th and 20th. We may await specific proposals from him and he may be informed that we are awaiting them.

IX. POINTS WHICH ARE NOT COVERED IN THE NOTE

(1) The D.P.I.'s note is entirely silent about the arrangements for distribution in the city. As ordered by C.S. in another file, the D.P.I. may be requested to work this out in detail in consultation with the Commissioner, Corporation of Madras.

(2) At the discussions held at Ootacamund it was decided that public contribution at the rate of 4 naye paise per meal (in cash or in kind and services) per child should be insisted upon and got remitted into the postal savings bank account while releasing the commodities offered by CARE. The D.P.I. must be specifically requested to ensure this. The public contribution would have to be insisted upon in advance of the release of the commodities every month.

I agree that this should be done. But I am afraid that it may not be practi[cable] to enforce this as local contribution [is] reported to be not forthcoming in the case of many sch[ools]
[initials]
14.7.61

(3) It is desirable that the scheme devised by the D.P.I. should contain a quick and workable procedure of punishments and penalties. If any irregularity is detected by any of the officers of the Education Department or by any of the authorised officers of any other department, the supply to that school should be immediately suspended and a full report under proper investigation by the concerned Deputy Inspector or the D.E.O. should be sent to the Special Officer. The details of this procedure will have to be worked out and circularised to all concerned.

(4) It would be necessary to give some simple training to the School Meals

was discussed at the Conference with the Minister and it was finally decided that supplies of all commodities to the District Educational Officers should be made monthly.

Quantum of distribution:

14. As soon as Government decided to accept the CARE offer, particulars of the No. of children fed in every range, Municipality and Major Panchayat were collected from every one of the Deputy Inspectors of schools. On the basis of the figures furnished by them the quantum of each of the commodities to be supplied to each range and Educational District for a month was worked out.

Mode of transport to districts.

15. The mode of transport from the City godowns to the districts was next discussed. It was decided that Milk Powder should be transported by lorry irrespective of distance. The mode of transport of other commodities will have to be decided after working out the total comparative costs of transport by lorry and by rail.

Quotations have been called for from the following firms for transporting the goods from Madras City to the headquarters of the various District Educational Officers.

1. The Southern Roadways (Private) Ltd.
2. M.B.T. Private Ltd.
3. Express Carriers Ltd.
4. S.R.V.S. Ltd.
5. Vensons Transport Ltd.

They have been asked to furnish the quotations not later than 11th July, 1961. As soon as quotations are received the comparative costs of transport by road and by rail will be worked out and reported to Government.

STORAGE AT THE DISTRICT LEVEL.

16. It will be possible to find the necessary storage space for all the commodities that will be supplied once a month in the office of the most of the District Educational

Officers. Even if in the case of a few officers, ~~where if~~ adequate space is not available for all the commodities it will be possible to find enough space for storing milk powder. The additional storage space necessary for the other commodities will be fixed up outside the District Educational Officer's Office.

17. As regards the stocks issued to Deputy Inspectors of Schools it is felt that as they will be in manageable quantities it will be possible to find the required storage space in the offices of the Deputy Inspectors. A quick on the spot survey of the accommodation position in everyone of the District Educational Offices and Deputy Inspectors offices is being undertaken by the two Divisional Inspectors of Schools, the Deputy Director (Training) and the Special Officer for School Meal Programme. They have been provided with tentative statements of the quantities that will be supplied to each District Educational Officer and Deputy Inspector. These officers will actually fix the room for the CARE stores in the office of each District Educational Officer and Deputy Inspector, issue instructions for carrying out repairs if necessary, to make the room proof against rats and ~~Fins~~ rains etc., securing planks to be laid on the floor against damage and arrange for security measures like providing strong padlocks, locks etc. At the end of the survey the number of District Educational Officers offices if any which may need additional accommodation will be known and quick action will be taken to secure suitable additional accommodation.

<u>Movement of stores from the City Godowns to the Districts:</u>

18. As stated in page 8 while a decision is yet to be taken regarding the mode of transport of commodities other than milk powder it has been decided that milk powder should be transported by lorry. The lorry will take delivery of the consignment at the city godowns, and will deliver them at the offices of the District Educational Officers concerned.

The District Educational Officer will take delivery of the consignment and stack it in his store engaging local labour. At the time of despatch by lorry from the City godown, a Truck Ticket indicating the quantity loaded will be prepared in quadruplicate, one copy which will be signed by the lorry driver will be retained by the Store-keeper, one will be sent by post to the District Educational Officer concerned and the remaining two copies will be handed over to the Lorry Driver. The lorry driver will obtain the acknowledgement of the consignee on the two Truck Tickets. The District Educational Officer will also acknowledge receipt of the consignment direct to the Special Officer for School Meals Programme indicating the conditions of the articles at the time of delivery to him.

Distribution by District Educational Officer.

19. A time table for a whole year fixing specific dates for the supply of stocks to the District Educational Officer and for distribution by the District Educational Officer to the Deputy Inspectors every month will be drawn up in advance and furnished to each District Educational Officer. This will serve as a calendar of receipt and distribution of stock. A statement showing the names of ranges in the Districts and the quantity of the commodities to be supplied to each Deputy Inspector will be displayed prominently in each of the District Educational offices. The District Educational Officer will ask the Deputy Inspectors to come to his office on the date fixed and take delivery of the quantities allotted for them. To avoid any room for suspicion in the distribution all the Deputy Inspectors will be asked to come on the same day to collect their quota.

The time table referred to above will be drawn up in such a way that stocks will be distributed to the Deputy Inspectors within 2 days of receipt from the godowns.

20. The Deputy Inspectors of schools go to the District Educational Officer's office on the appointed day and take delivery of the supply intended for their ranges. From the Headquarters of the District Educational Officers the goods will have to be transported to the Headquarters of the Deputy Inspectors by lorries. It is understood that all the Deputy Inspectors' headquarters are connected by lorry with the District Educational Officers' headquarters. If and when quantities are so small as not to exceed passenger load they can be transported by bus.

21. The District Educational Officer will personally distribute the supplies to the Deputy Inspectors. He will be assisted in this work by his Personal Assistant, if he has one, and by the Headclerk. While delivering the supplies to the Deputy Inspector the District Educational Officer will prepare an invoice in triplicate, one copy will be handed over to the Deputy Inspector and acknowledgement will be obtained on the other two, one will be sent to the Special Officer for School Meals Programme while the other will be retained by the District Educational Officer. The District Educational Officer should maintain a register of receipts and issues. As soon as the distribution is completed for the month the District Educational Officer will furnish to the ~~Director of Public Instruction~~ Special Officer a certificate of receipts and issues in a printed form. The form will be finalised shortly.

VI STAFF FOR THE DISTRICT EDUCATIONAL OFFICER.

22. The work in the District Educational Officer's office involves the receipt and distribution of stocks, maintenance of registers, the collection and conslidation of reports, returns and certificates from the Deputy Inspectors and submission of returns, reports and certificates to superior officers, correspondence with subordinates and superior officers. In view of this volume of work involved each District Educational Officer will require at least one

Accountant. In addition it will be necessary to appoint two watchmen for the stores.

VII DISTRIBUTION BY THE DEPUTY INSPECTORS OF SCHOOLS:-

23. The question of how frequently the Deputy Inspector should supply the commodities to the midday meals centres was discussed at the Conference with the Minister. It was finally decided that this too should be once a month as otherwise the frequent absence of the Headmaster will affect the school work.

24. The Deputy Inspector of schools should distribute the commodities in such a way that it is in the hands of the Midday Meals Committee on the last working day of the month so that it will be available for use from the 1st working day of the next month. This will prevent any leakage that may arise if there is time-lag, between the date of supply to the midday meals centre and the date from which it is to be put to use. For the same reason the stocks will not remain in the Deputy Inspector's office for more than one day or two days at the most according as the range is small or large. Keeping this in view a time table for a whole year fixing specific dates for the supply of stocks to the Midday Meals Centres every month will be drawn up in advance and furnished to each Deputy Inspector. This will serve as a calendar of receipt and distribution of stock. The Deputy Inspector of Schools will prepare a distribution schedule before hand fixing a date for a certain number of midday meals centres, and intimate to each centre in writing. When the distribution takes place in the presence of so many there will be little room for malpractice. The distribution schedule will contain the name of the midday meals centre, the quantity to be supplied and the date of supply. It should be displayed prominently and permanently in his office, upon a notice board which can be locked. This devise will enable everyone to know how much each centre is allotted, thus minimising tendency to false practices. The Deputy Inspector of Schools should inform the centres beforehand

of the time schedule. The Deputy Inspector should distribute the commodities himself and not entrust it to his office staff. He should open the packages in the presence of the teachers, check whether they are in good conditions and then distribute them. The Junior Deputy Inspectors should also be present and help the Deputy Inspector. If on opening the packages any damage of a kind making the material unusable is noticed it should be reported immediately to the District Educational Officer. The damaged goods, if any, should not be destroyed but should be returned to the District Educational Officer when the Deputy Inspector goes to the District Educational Officer's office for taking delivery of the next consignment. Till then the damaged quantity should be carefully preserved.

25. The Deputy Inspector will maintain a register of receipts and issues. As soon as he completes distribution for the month he will furnish a distribution certificate which will include a certificate of entry in stock register.

26. The Deputy Inspector is the officer who will have the largest number of persons to distribute depending upon the number of schools in his range which is normally not less than 60, but sometimes going over 150. The CARE Programme will therefore involve considerable additional clerical work in the Deputy Inspector's office in the form of maintenance of registers, collection and consolidation of reports, returns and certificates from schools and submission to superior officers and correspondence with schools and superior officers. To cope with this additional work it will be necessary to appoint one additional Lower Division Clerk in the office of each Deputy Inspector.

<u>Movement from the Deputy Inspector's Office to the Centres:</u>

27 From each midday meals centre either the Headmaster who is the Secretary of the Midday Meals Committee or ~~the Chairman~~ in his absence the Assistant in charge or the Chairman who is a non-official ~~member~~ will go to the Deputy

Inspector of Schools. The expenses on transporting the materials should be met from the funds of the Midday Meals Committee. He will acknowledge receipt of the commodities in the Register maintained by the Deputy Inspector. He will make suitable arrangements for taking the commodities safely to his centre. As soon as he reaches the centre he will enter the supply in the stock register of the Midday Meals Committee and prepare a credit certificate i.e., a certificate of having credited the commodities in the stock register (a printed form or card will be supplied for this purpose) in triplicate. This certificate will be signed by both the Secretary and Chairman or in his absence the Vice-Chairman of the Midday Meals Committee. One copy will be sent to the District Educational Officer and one to the Deputy Inspector of Schools on the same day. The Deputy Inspector will submit a consolidated certificate in respect of all the centres in his range to the District Educational Officer. The District Educational Officer in his turn will furnish a consolidated certificate to the Special Officer for School Meals Programme. It is the responsibility of the local Midday Meals Committee to preserve the commodities and to use them ~~The absence~~ properly.

28. The absence of the Secretary (Headmaster) who goes to the Dy. Inspector's office for receiving the supply will be treated as duty. ~~This~~ He will be paid the actual bus fare or rail fare and an allowance of Re.1/- to cover his lunch, ~~if the Deputy Inspector's office is within 5 miles of the midday meals centre. If it is beyond 5 miles actual bus fare or railway fare and an allowance of Rs.2. This is rate at which they are paid when they go to draw the monthly salary on behalf of the schools.~~ If the non-official Chairman of a Committee comes to receive the supply instead of the Headmaster, he will also be paid at the same rates. These expenses will be met from the Midday Meals Committee funds (out of the 4 Np local contribution) and not from the State Funds.

VIII SUPERVISION AND INSPECTION.

29. Strict supervision and a system of constant checking will be the most important factor for the successful working of the scheme. It is essential that all the persons connected with the implementation of the scheme should be thorughly conversant with even the minutest details of storage, distribution accounting and supervision. With this object in view the Director of Public Instruction had a preliminary discussion in Madras with the Divisional Inspector of Schools, Madurai and Coimbatore on the 5th, 6th and 7th July, 1961. The Divisional Inspectors felt strongly that for the success of a scheme like this, without any precedent, it was necessary for the Director of Public Instruction himself to explain in person to the District Educational Officers and Deputy Inspectors of Schools all the implications of the scheme. Accordingly Government have been addressed in Director's letter C.No. 19 SM/61 dated 8.7.1961 for permission to convene two conferences of District Educational Officers, Deputy Inspectors and Junior Deputy Inspectors one for each Division. In anticipation of Government orders, notices of the conferences have been issued to all concerned. The Conference for Coimbatore Division will be held on 19th July, at Coimbatore and that for Madurai on the 20th July at Madurai. The details of the scheme will be explained to the inspecting officers at the conferences. More than that, it will be impressed on the officers to what degree the reputation of our State depends upon a flawless implementation of the scheme and the necessity to maintain the highest standards of integrity.

Frequent surprise visits by the District Educational Officers and Deputy Inspectors (including Junior Deputy Inspectors) are absolutely essential. At the time of each visit they will have a physical verification of the stock on hand and cash, scrutinise registers and records and note how the stocks are kept.

30. It was decided at the Conference with the Minister that apart from the officers of the Education Department, Collectors, Revenue Divisional Officers, and Tahsildars and Commissioners of Panchayat Union Councils might be authorised to inspect the stores and the school verify the stock and report upon them. The principle will be that the officers inspecting will be of a higher rank than the officer inspected ~~ike~~ i.e., only a Collector might inspect the store with the District Educational Officers and only one not lower in rank than the Tahsildar will inspect the store with the Deputy Inspector. The District Educational Officers will be asked to visit by surprise the Deputy Inspectors offices when the supplies are distributed to midday meals centres.

31. Government may approve the following proposal immediately:

1. Appoint of Messrs. A.M. Ahmed & Co., as clearing and transporting agents upto the City Godowns.
2. Appointment of three Field Officers of the Department.
3. Sanction of godown staff for City Godowns(Letter R.C.No.18 SM/61 dated 7.7.1961.)
4. Approval of the following staff in districts

Each District Educational Officer's office	1. One Accountant 2. Two watchmen.
Each Deputy Inspector's office	One Lower Division Clerk.

5. Issue of supplies once a month from the City godowns to the District Educational Officers, from the District Educational Officer to the Dy. Inspector and from the Deputy Inspector to the midday meals centres.
6. Transport of milk powder by lorry from the City Godowns to the offices of all the District Educational Officers in the State irrespective of distance.
7. Permission to incur necessary contingent expenditure in connection with loading, unloading, packing and tranpport charges.

S. Varadachari 12-7-61

for Director of Public Instruction.

28 41 22-b

Annexure

GODOWN SPACE.

Quantity of milk powder expected to be received as first consignment.	..	4.3 million pounds.
No. of cartons at the rate of 54 lbs per carton.	..	79,630
Space occupied by each carton on an average.	..	216 sq.inches.
No. of cartons to be stacked one over the other	..	10
Effective floor space required for stacking 79630 cartons.	..	11,945 sq.ft.
Space available in one of the blocks occupied by T.U.C.S. and half the block occupied by the Director of Public Health.	..	9100 4550 ----- 13,650 sq.ft.

By Sh. Kessu

43

23b E.&PH.Department (E6)

D.O.No. 68459 Edn. dt. 17.7.61
K1/61-1

Dear Sri Sundaravadivelu,

Sub: School Meals Programme-Distribution of commodities offered by CARE organization-Regarding

Ref: 1) Your C.No.20 SM/61 dated 12-7-61

2) Your D.O.No.1023-K3/61 dt. 14-7-61

--

The scheme outlined in your reference first cited has been examined by Government. I furnish below the action taken on each point and/or further action necessary at your end as the case may be. I am to request you to expedite further action wherever necessary.

I. ORGANIZATION

2. Please furnish Government for purposes of record with a copy of the instructions issued to your officers to afford all facilities to the three observers nominated by CARE. ~~for purposes of record~~.

3. Separate orders will issue on the staff proposal for three D.E.Os.

II. CLEARING AND STORAGE IN THE CITY.

4. The Special Officer has been requested in my D.O.No.64885/K8/61-1 Edn. dt. 11-7-61. to contact the Collector of Customs and ascertain whether any customs duty and harbour dues are payable on receipt of the shipment at Madras. The gener[al] orders on the subject have also been b[rought] to his attention. He may be r[equested] to send an urgent reply.

5. 4. Orders regarding the handling agent will issue on receipt of specific proposals from you.

6. 5. Orders regarding the godown occupied by T.U.C.S. have already issued in G.O.Ms. No.1663, Edn., dated 6-7-61. The Special Officer has been directed to foward proposals through the D.P.H. for releasing one-half of the godown occupied by the D.P.H. The Special Officer may be requested to contact the D.P.H. personally and have these proposals forwarded to Government for issue of orders.

Separate action is being taken regarding the release of ~~the~~ godowns for the other commodities.

7. 6. Separate orders will issue on the staff proposal for watchmen for the godowns.

III. <u>MOVEMENT FROM PORT TO CITY GODOWNS</u>.

8. 7. Separate orders will issue regarding the staff to be employed at each godown.

9. The Special Officer may be asked to send proposals to prevent loss by damp very urgently.

IV. <u>DISTRIBUTION</u>.

10. 8. The proposals in your paragraphs entitled "area of distribution," "channel of distribution," "frequency of distribution" and "quantum of distribution" are generally approved subject to the remark that no specific decision has been taken to exclude the Primary Schools ... Kanyakumari District and the Shencottah Taluk ...runelveli District from the CARE aid. Please ...ow the terms and conditions subject

to which the commodities can be distributed to this area. Please also send the detailed distribution list for each Deputy Inspector's range in the other areas of the State to Government.

11 Regarding the mode of transport to districts, orders will issue as soon as specific proposals are received with quotations from the road transport companies. A statement of comparative costs of transport by road and rail may also be furnished along with these proposals. The proposals may be expedited.

V. STORAGE AT THE DISTRICT LEVEL

12. The proposals for storage in the offices of the D.E.Os. and in the offices of the Deputy Inspectors are rather vague. It is estimated that 60 sq.ft. may be necessary in each District Educational headquarters to stack the milk powder. A complete picture of the availability of proper and adequate accommodation at each D.E.O's headquarters and at each range headquarters may be given to Government as soon as the survey of your officers is over.

13. It has been proposed that the milk powder should move from the headquarters of the D.E.O. to the range headquarters by lorries. This issue has to be gone into in great detail for every educational district. The handling and lorry charges may have to be standardised. It has to be examined whether it would not be more economical to send the stuff by train wherever the range headquarters is connected by train to the district headquarters. Within a radius of a few miles from the headquarters, it may also be possible

to send the stuff by cart. In short, a district distribution plan has to be worked out with an eye ~~on~~ to efficiency and economy for each educational district. I am to request that this may be done and a full report sent to Government as early as possible.

VI. STAFF FOR THE D.E.O.

14. ~~10.~~ Separate orders will issue on the staff requested for each District Educational Officer.

VII. DISTRIBUTION BY THE DEPUTY INSPECTORS OF SCHOOLS.

15. ~~11.~~ The frequency of distribution to the midday meal centres is approved.

16. It has been proposed that a lower division clerk may be sanctioned for each Deputy Inspector in your reference first cited. In your reference second eited, you have given ~~your~~ fuller justification for this. On the basis of the minimum in the time-saale of pay for a lower division elerk, namely, Rs.100/- the financial implication in sanctioning 268 clerks comes to Rs.3,21,600 recurring per annum. The proposal is very expensive. In view of this, it has been suggested that a part-time special pay for one of the clerks in the Deputy Inspector's office may be given instead. This proposal will be further discussed with you before a decision is taken. The proposal for the movement of the stuff from the Deputy Inspector to the Secretaries of the Midday Mealz Committees are generally approved.

VIII. SUPERVISION OF THE SCHEME

17. ~~12.~~ Orders have issued regarding the

holding of the two conferences at Madurai and Coimbatore in G.O.Ms.No. 1757 Edn. dt. 14-7-61

18. Separate orders will issue authorising the Collectors, R.D.Os, Tahsildars and Panchayat Union Commissioners to inspect the ~~stores and~~ stock schools and verify the stock observing the principle that the Inspecting Officer will be of a higher rank than the officer inspected. It ~~may be desirable~~ is considered desirable to authorise the Firka Revenue Inspectors also to inspect the Midday Meal Centres. I am to request you to offer your remarks ~~on this suggestion.~~ on their inclusion.

19. ~~2)~~ The following points have not been covered in your report. I am to request you to send detailed proposals on each one of them at ~~an~~ a very early date.

(1) The note sent in your reference first cited is entirely silent about the detailed arrangements for distribution in Madras the City. A separate note on these arrangements may be worked out in consultation, if necessary, with the Commissioner, Corporation of Madras

(2) At the discussions held at Ootacamund by the Minister for Finance on 14-5-61, it was decided that public contribution at the rate of 4 naye paise per meal (in cash or in kind and services) per child should be insisted upon and got remitted into the postal savings bank account while releasing the commodities offered by CARE. I am to request you to confirm the presumption that public contribution as stated above would be insisted upon in

advance of the release of the commodities every month.

(3) It is desirable that the scheme should contain a quick and workable procedure for punishments and penalties. If any irregularity in a centre is detected by any of the officers of the Education Department or by any of the authorised officers of any other department, the supply to that centre may have to be immediately suspended and a full report after proper investigation sent to the Special Officer by the concerned Deputy Inspector or D.E.O. I am to request that the details of such a procedure may be worked out and circularised to all concerned, under intimation to Government.

(4) It will be necessary to give some simple training in the re-constitution of the milk powder into milk to the persons who will be actually doing this in the various school meal centres. The arrangements made for this purpose may be intimated to Government.

(5) Reference has been made in your note regarding ledgers and other accounts to be maintained and the system of receipts and returns to be insisted upon at each stage of the operation--vide paragraph "at the godowns" under "III-"Movement from Port to City Godowns", under "V-"Storage at the district level" and ~~paragraphs~~ under "VII-"distribution by the Deputy Inspectors of schools". The Special Officer may be requested to get the entire system of ledgers

returns, etc. checked up by the Board of Revenue (Civil Supplies). I am separately addressing the Additional Secretary, Board of Revenue (Civil Supplies) to give him all assistance in this regard.

20. ~~33)~~ I am to request that the receipt of this D.O. may kindly be acknowledged.

Y/S.

17/7

To
Sri N.D.Sundaravadivelu, M.A.,L.T.,
Director of Public Instruction,
Madras-6.

Rgd. by Spl. Messenger
TJ
17/7/61

By SPECIAL MESSENGER

511

E.&PH.Dpt.(E6)

D.O.No.68459 E6/61-2 Edn., dt.18.7.61

My dear Sundaravadivelu,

Sub: Schools Meals Programme- Distribution of commodities offered by CARE organisation- Regarding.

--

Mr.Davies and Mr.S.K.Banerjee of CARE met me this morning and had a general discussion with me on the arrangements made for distributing the commodites offered by CARE and in particular the consignment of milk powder which is expected to arrive in Madras by the first week of August. Mr.Davies is leaving tomorrow for Kerala and will be back in the city on the 25th instant. As the CARE representatives are anxious to know in detail the arrangements made, a discussion has been arranged by the Chief Secy., on the 26th instant. The discussion will be held at the Chief Secy.'s residence at 9 A.M. on 26-7-1961. Please make it convenient to attend ~~it~~ along with Sri S.Vadivelu, Spl. Officer for School Meals Programme.

2. By the 26th instant, the two conferences at Coimbatore and Madurai would have been held and ~~we hope~~ it should be possible fairly to have a complete picture ~~regarding the~~ of availability of accommodation at district ~~headquarters~~ and range headquarters ~~as~~ and also of the detailed arrangements ~~made~~ for the transport of the milk powder from the District Educationa

Officer's headquarters to the several range headquarters.

Y/S.

18/7 18/7/61

To

Sri N.D.Sundaravadivelu, M.A., L.T., D.P.I., Madras-6.

Dpd 18/7 by Spl Mess.

Education Department.

From
Sri N.D. Sundaravadivelu, M.A., L.T.,
Director of Public Instruction,
Madras-6.

To
The Secretary t[illegible] [illegible]t,
Education & Pu[illegible] [illegible]partment,
Fort St. Georg[illegible]

Rc.No.1023-K3/61 dated 15--7--1961.

Sir,

Sub:- Inspection - School Meals - Implement[illegible]
Employment of staff - proposal for.

In pursuance of the note enclosed to my l[illegible] SM/61 [illegible]ted 12.7.1961, I am submitting the following proposa[illegible] employment of the staff necessary for implementing the programme [illegible] le[illegible]er cited above.

2(1) Additional staff for the Director's Office.

In their Order Ms.No.1374 Education dated 7.6.19[illegible] [illegible]vernment have sanctioned a skeleton staff of one Superintendent, Two Upper Division Clerks, One Steno-Typist and One Typist to work in this office under the Special Officer for the School Meals Programme. The preliminary work undertaken in connection with the commencement of the CARE Programme has outgrown the capacity of the present staff. When the commodities are r[illegible]ived and distributed to the District Educational Officers and correspondence about their acknowledgement, storage, and distribution to the ranges starts, the present staff will be found far too inadequate to cope with the additional work, especially because matters relating to the programme will have to be dealt with, with utmost care and speed. The maintenance of the stores accounts and the scrutiny and payment of the bills of the Clearing Agents and the settlement of the claims of the several parties connected with loading, unloading, un[illegible]acking and re-packing of commodities would entail considerable additional clerical work. I therefore consider that the staff working in this office under the Special Officer should be augmented by one more Superintendent, Two Upper Division Clerks, Two Lower Division Clerks, one Typist and two peons. This addition will be the minimum necessary for attending to correspondence with the three field officers to be set up, and the 26 District Educational Officers. As the Special Officer for School Meals Programme will have to go on inspection tour throughout the State and as the volume of business with the Pay and Accounts Office, the Bank, etc., will increase to a large extent, the employment of two additional peons is inescapable.

P.T.O.

Apart from the additional clerical staff referred to above, the Special Officer should be given the help of two executive Assistants in the cadre of Deputy Inspectors of Schools. The Special Officer cannot confine himself to office work; he will have much executive work to do by way of frequent inspection of the go-downs, contact with the Port Officer, Clearing Agents, Transport agents and departmental officers. It would be impossible for the Special Officer to do all the executive work himself. He should therefore be given two Deputy Inspectors of Schools to assist him in the executive work. Each of the Deputy Inspectors may be given a conveyance allowance of Rs.25 per mensem as their work involves outdoor work within the city of Madras, for which no travelling allowance is admissible. To pay them conveyance charges whenever they are asked to go out on business would be unnecessary work and would not be economical.

(ii) Field Officers: The need for Field Officers to assist the Special Officer has been already explained in the note sent to Government. For the implementation of the CARE Programme the Education Department should have a special staff for purposes of inspection and control under the Special Officer (School Meals Programme). The stores will be distributed over several centres, viz. Offices of the District Educational Officers, Deputy Inspectors of Schools and the School meals centres. In addition to such check and supervision as may be exercised by the District Educational Officers etc., there is need for a Special field staff to carry out surprise checks and stock verification, to solve any local difficulties and to serve generally as a Liaision officer between the District Educational Officer and the headmasters. For this purpose, Government may sanction the employment of three Field Officers (in the cadre of District Educational Officers) on the scale of Rs.300-25-800, each officer having jurisdiction over 8 or 9 educational districts. The headquarters and the jurisdiction of each Field Officer may be left to be fixed by me.

The minimum staff required for each Field Officer will be as follows:-

Head Clerk	One
Upper Division Clerk ..	One
Lower Division Clerk ..	Two
Steno-Typist ..	One
Typist ..	One
Peons ..	Two

P.T.O.

The staff proposed above is the irreducible minimum for a Regional Officer (like Field Office) which has to correspond with the Director, and 8 or 9 District Educational Officers.

The three Field Officers will have to be accommodated in rented buildings. The non-recurring and recurring items (other than staff) of expenditure on each new office will be

(i) Non-recurring.

Furniture, equipment, etc.	..	Rs.3,000/-

(ii) Recurring.

Travelling Allowance.	..	Rs.3,000/-
Rent. ..	..	Rs.3,000/-

3. Additional staff for District Educational Officers.

The additional work develving on the offices of the District Educational Officers as a result of the CARE Programme will be broadly:-

(i) Receipt and accounting of stores supplied from the headquarters, etc.

(ii) Maintenance of register of receipts, issues, etc.

(iii) Arranging for the distribution of commodities to the Deputy Inspectors, including transport.

(iv) Collection and consolidation of reports, returns and certificates from the Deputy Inspectors.

(v) Submission of returns, reports and certificates to superior officers.

(vi) Correspondence with the Deputy Inspectors, the Field Officers and the headquarters.

As it is not possible for the existing staff in the offices to cope with the additional work referred to above and as the additional work should be allotted in full to one person, it is necessary to employ atleast one Upper Division Clerk to attend to the work in each of the District Educational Officers (except the Kanyakumari District). He will have to do the duties of a storekeeper and a Correspondence clerk. This important work cannot be entrusted to a Lower Division Clerk.

The Stores, as they may consist mostly of handy packages, will have to be watched vigilantly throughout day and night. I, therefore, consider that each District Educational Officer should have two watchman for the purpose, one for the day and one for the night.

(4) Employment of additional staff in the Offices of Deputy Inspectors offices.

In my letter D.O.No.1023-K3/61 dated 14.7.1961, I have reported to Government in detail the indispensable need for a lower division clerk in each of the Deputy Inspectors' office to cope with the additional work resulting from the CARE Programme. A copy of that letter is enclosed for ready reference. In the circumstances stated therein, Government may sanction the employment of 268 Lower Division Clerks, one each for the 268 Deputy Inspectors' offices in the State excluding the transferred areas of Kanyakumari District and Shencottah Taluk.

3. The additional staff asked for in paragraph 2 above would not immediately be employed in full unless there was an absolute necessity. The additional posts sanctioned by Government will be filled as and when considered essential with reference to the nature and volume of additional work caused by the operation of the CARE PROGRAMME.

4. Supply of Jeeps:-

With the introduction of the CARE Programme the work of the Divisional Inspectors and the District Educational Officers will increase considerably, particularly their inspection tours in the interior parts of the districts not connected by public transport. At present the District Educational Officer has to depend for his movements on public transport and this inevitably hampers his movements and results in loss of public time. This remark holds good in the case of the Divisional Inspectors and the field officers to be appointed.

I would therefore strongly recommend the supply of a motor vehicle (Jeep with rebuilt body) to each of these officers on the following grounds:-

(i) The District Educational Officer, by virtue of his position as an Inspector of High Schools, should ordinarily have a motor car in keeping with his station. But these officers, owing to their low scale of pay, are not in a position to maintain cars of their own on account of the present day cost of living and the high cost of maintaining a car in these days.

(ii) The inspection work of the District Educational Officer in the former days used to be confined to select centres where high schools were situated. Now with the opening of High Schools even in interior parts in the mofussil, the District Educational Officer is obliged to tour the interior

P.T.O.

parts not connected by public transport. On such occasions he depends on hired slow moving vehicles and spends more time on travelling than on inspection of schools.

(iii) Much of the irregularities complained of in educational institutions would be prevented if the Heads of Institutions felt that the District Educational Officer might visit the schools at any time. At present such a feeling is lacking because the movements of the officer become well known beforehand. Nothing would tend to put the heads of schools on their best behaviour than the feeling that the District Educational Officer might pay surprise visits to their schools at any time.

(iv) With the introduction of the Universal compulsory Primary education and the School Meals Scheme, the District Educational Officer is called upon to visit rural areas, more frequently than before. This work is bound to grow in the immediate future because the District Educational Officer has to give much to the efficient implementation of the CARE Programme. On his vigilant and frequent inspection of the school meal centres and surprise check of the stores held by the Deputy Inspectors and the village committees depends the proper implementation of the programme. Such work by the District Educational Officer is of pivotal importance in preventing not only slackness on the part of the subordinate officers and the school teachers but also the misuse of the commodities supplied. It would be impossible for the District Educational Officer to visit frequently the school meal centres and the Deputy Inspectors' offices and carry out surprise check of stores, etc., unless he is supplied with a Jeep for his own use.

(v) It is understood that in the Andhra Pradesh, each District Educational Officer is supplied with a Jeep though his executive work is not evidently so much as that of his counterpart in this State because there is no comprehensive School meals programme in Andhra Pradesh as in this State. The need for a similar facility for the District Educational Officer in this State is greater and more pressing.

(vi) The supply of a Jeep to each District Educational Officer would facilitate the quick distribution of the CARE commodities to the Deputy Inspectors and reduce the expenditure on transport, cartage, etc.,

P.T.O.

For the above reasons, I recommend that Government may sanction the supply of 33 Jeeps with rebuilt body to this Department, one for the use of the Director's office, 27 for District Educational Officers (including the District Educational Officer, Nagercoil and the three new officers to be appointed), 2 for Divisional Inspectors and three for Field Officers. The supply of a Jeep to this office is necessary for the use of the officers whenever they have to travel in the City in public interests and attend official meetings at the Secretariat and elsewhere and to enable the Director to surprise villages not reachable by the ordinary car. If this facility is given to the touring officers of the Education Department it would help to save much time now wasted on travel and increase the time devoted to public work. I would request Government to recognise that the value and importance of the work done by the District Educational Officers, etc. are in no way less than the officers of some other departments who are now provided with jeeps.

The financial implication of the proposal are:-

(i) Non-recurring.

Cost of 33 Jeeps with rebuilt body @ Rs.8,000/- each

= Rs.2.64 lakhs.

(ii) Recurring:

Each vehicle will require the Driver cum Mechanic on the scale of Rs.80--2--100. In addition the monthly expenditure on the purchase of Petrol, oil, etc. (including licence fee) taken as Rs.150/- per mensem. The total recurring cost will be:-

(i) Driver cum Mechanic	Rs.80 + 20	= Rs.100/-
(ii) Other charges.	Rs.150/-	

For one year 250 x 12 = Rs.3,000/-

For 33 Vehicles for one year = Rs.99,000/-

The recurring expenditure on the vehicles would be offset, to an appreciable extent, by the reduction in the travelling allowance payable to the officers and the establishment and the contingent expenditure on freight, transport, cartage, tour charges etc.

P.T.O.

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5. In the circumstances explained above, I submit for the approval of Government these proposals, viz.,

(1) The following additional staff on the usual scales of pay and allowances may be sanctioned to the Office of the Director of Public Instruction:-

One Superintendent	..	Rs.180-5-200-10--300	
Two Upper Division Clerks		Rs.125-5-175	
Two Lower Division Clerks		Rs.90-4-110-3-140	
One Typist	..	Rs.90-4-110-3-140	(plus special pay Rs.10/- per mensem)
Two Peons	..	Rs.50-1-60	

<u>Executive Assistants.</u>

~~(2) The employment of [illegible]~~

Two Deputy Inspectors of Schools	Rs.140-5-180-10-250 (plus conveyance allowance of Rs.25/-per mens mensem)

(2) The employment of three Field Officers (in the cadre of District Educational Officers) on the scale of Rs.300-25-800 with the following establishment for each may be sanctioned:-

One Head Clerk	....	Rs.125-5-175	(plus a speciil pay Rs.5/- per mensem)
One Upper Division Clerk		Rs.125-5-175	
Two Lower Division Clerks		Rs.90-4-110-3-140.	
One Steno-Typist.	..	Rs.90-4--110-3-140	(plus a special pay of Rs.15 or Rs.35 per mensem).
One Typist.	..	Rs.90-4-110-3-140	(plus a special pay of Rs.10/- per mensem).
Two Peons	..	Rs.50-1-60.	

(3) The employment of One Upper Division Clerk on the scale of Rs.125-5-175 and 2 Watchman paid from contingencies in each of the 26 District Educational Offices in this State (excluding the Office of the District Educational Officer, Nagercoil but including the three new offices of the District Educational Officers to be opened in the districts of Chingleput, Coimbatore and Ramanathapuram) may be sanctioned.

(4) The employment of 268 Lower Division Clerks, one in each of the 268 offices of the Deputy Inspectors of Schools, on the scale of Rs.90-4-110-3-140 may be sanctioned.

P.T.O.

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(5) Sanction may be accorded to the supply of one more Typewriter to the Office of the Director of Public Instruction and of two Typewriters to each of the three Field Officers.

(6) Sanction may be accorded to the supply of 33 Jeeps with rebuilt body and to the employment of 33 driver-mechanics on the scale of Rs.80-2-100 and usual allowances.

6. A Statement showing the financial implications of the proposals is enclosed.

Yours faithfully,

for Director of Public Instruction

ARR.15.7.

Enclosure. I

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Statement showing the financial implication of the proposals.

***

Name of the Office.	Details for Non-Recurring and Recurring items.	Non-Recurring.	Recurring. (for 12 mont
1. Office of the Director of Public Instruction.	Recurring:- (Staff)		
	(i) One Superintendent (Rs.180-300)+ D.A.+ H.R.A.		2,580
	(ii) Two Upper Division Clerks (Rs.125-175)+ D.A.+ H.R.A.		3,600
	(iii) Two Lower Division Clerks (Rs.90-140) + D.A.+ H.R.A.		2,760
	(iv) One Typist (Rs.90-140)+D.A.+ +H.R.A.+ Special Pay of Rs.10/- p.m.		1,500
	(v) Three Peons (Rs.50-60)+D.A.+ H.R.A.		2,520
	(vi) Two Executive Assistants (Rs.140-250)+ D.A.+ H.R.A.+ Conveyance allowance of Rs.25/-		4,560
2. Field Offices (Three)	(a) Non-Recurring.		
	Furniture and Equipment at Rs.3000/- for each office.	9,000	
	(b) Recurring.		
	(i) Staff:-		
	(i) Three Field Officers in the Cadre of District Educational Officers (Rs.300-800)+ D.A.		11,520
	(ii) Three Headclerks. (Rs.125-175)+ D.A.+ Special Pay of Rs.5/- p.m.		5,040
	(iii) Three Upper Division Clerks (Rs.125-175)+ D.A.		4,860
	(iv) Six Lower Division Clerks (Rs.90-140)+ D.A.		7,200
	(v) Three Steno Typists (Rs.90-140)+ D.A.+ Special Pay of Rs.25/- p.m.		4,860
	(vi) Three Typists (Rs.90-140)+ D.A.+ Special Pay of Rs.10/- p.m.		3,960
	(vii) Six Peons (Rs.50-60)+D.A.		4,320

...2...

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		Non-Recurring	Recurring
	(ii) Other Items.		
	(i) T.A. at Rs.3,000 per annum for each office.		9,000
	(ii) Rent, Contingencies etc. at Rs.3,000/- per annum for each office.		9,000
3. Offices of the District Educational Officers. (26)	Recurring.		
	(i) One Upper Division Clerk (Rs.125-175)+D.A. for each office (26 Offices.)		42,120
	(ii) Two Watchmen (Rs.15+23) D.A.+Rs17 Special Compensatory allowance) for each office (26 Offices.)		34,320
4. Offices of the Deputy Inspector of Schools. (268)	Recurring.		
	One Lower Division Clerk (Rs.90-140)+D.A. for each office (268 Ranges.)		3,21,600
5. Supply of Jeeps.	Non-Recurring.		
	Cost of 33 Jeeps with rebuilt body at Rs.8,000 each.	2,64,000	
	Recurring.		
	(i) Staff		
	33 Driver cum Mechanic (Rs.80-100)+ D.A.		35,640
	(ii) Other Items.		
	Purchase of Petrol, oil etc. at Rs.150/- p.m. for each vehicle (150 x 12 x 33)		59,400
	Total.	2,73,000	5,70,360

2/2

For Director of Public Instruction.

15/7

in
-able increase in th ... ere ... of

(3) In those ranges which have craft stores attached to them, supply of craft materials to Basic schools forms an important ...n to the work of the Deputy Inspectors.

(4) Of late, several complaints of delays in the disposal of ... Fund and pension cases have been received - delays caused ...adequate staff in the range offices. To ensure that such ...are not aggravated by more work being thrown on the existing staff, the work connected with the School Meals Scheme re-...quate ...dditional staff in the range offices.

Ever since the introduction of the Madras Mid-day Meals ...n November 1957 the work of the Deputy Inspectors has been ...e increase. But no additional staff has been sanctioned to ...e offices to cope with the increased work. The absence of the ...itional staff for this purpose has contributed to delays in the ...ent of grant for Mid-day Meal Scheme and failure to scrutinise ...ctively the reports and returns of the school meals centres. ...h the foreign assistance coming in such a large measure now into ... scheme, it is very important to see that in the operation of the ...day Meals Scheme lapses of every kind are scrupulously avoided ...ogramme is operated with meticulous care, promptness and ... This would be possible only if the existing limited ... Offices of the Deputy Inspectors of Schools is

... connection with the CARE Programme several reports and ... be called for from the range offices and their prepara-...mission to superior officers will add considerably to ...he staff. In future the Deputy Inspector will have to ...ts and returns from every school meal centre about the ... the commodities supplied to it and he will have to ... reports and returns are received in time without fai...lidated and submitted to the superior officers with ut...es. It would be really too much to expect the present ... the Deputy Inspectors' offices to cope with the ...k resulting from the CARE Programme

Dear Sri Guhan,

Sub: INSPECTION - School Meals - Implementatio
CARE Programme - Employment of staff - Pr

In pursuance of our conversation to-day regardin
need for the employment of an additional clerk in each of the
of the Deputy Inspectors in connection with the CARE Programme
write this to reiterate the need for strengthening the staff
Deputy Inspectors' offices as proposed in the Note sent with m
letter dated 12--7--1961.

2. Under the CARE Programme the commodities i
the school meals centre are proposed to be supplied through
Deputy Inspectors of Schools who have to receive the supplie
the District Educational Officer and distribute them to sch
centres in the range. While the District Educational Office
butes the supplies to about 10 or 12 Deputy Inspectors, the l
in turn, have to distribute the supplies to a large number o
meal centres in their ranges. The number of such centres in
may vary from 60 to 150. The distribution as well as the follo
work in the range office will cause much additional work for wh
the present staff would not be adequate at all.

3. In this connection I may also bring to the
of the Government the following facts:-

(1) Ordinarily the staff sanctioned to the Depu
office is very limited - staff consisting of only on
attender. This limited staff cannot certainly cope
tional work resulting from the operation of the CAR

(2) The work in the offices of the Deputy Inspector
Schools has of late increased considerably. The intr
Universal Compulsory Primary Education has caused a
additional work in the Offices of the Deputy Inspec
concerned with Primary Education, to which we are
attention in the Third Five Year Plan. The other
relating to the sanction of library grant, the em
trained graduates as Headmasters, the employment o
training instructors and Tamil Pandits and the

4. For the reasons stated above, I consider that the minimum additional staff for each range office should be one lower division clerk. I request that the Government may sanction one lower division clerk for each of the 268 Deputy Inspectors' offices in the State (excluding the transferred areas of Kanyakumari District and Shencottah Taluk).

Yours sincerely,

(N.D. SUNDARAVADIVELU)

To

Sri S. Guhan, I.A.S.,
Deputy Secretary to Government,
Education and Public Health Department,
Fort St.George, Madras-9

CONFIDENTIAL

(46) 77 40 b

N.D.SUNDARAVADIVELU, M.A., L.T.,
DIRECTOR OF PUBLIC INSTRUCTION.

MADRAS
Dated 17th July 1961.

D.O.No.1023 K3/61.

Dear Sir,

Sub: INSPECTION - School Meals - CARE Programme - Implementation -Proposals for.

--:0:--

In my letter to Government Rc.No.1023 K3/61 dated 15.7.1961, I have explained in detail the need for employing additional staff and providing other facilities to this Department to cope with the additional work resulting from the implementation of the CARE Programme. I have asked for staff and other facilities only after very careful consideration, taking an overall picture of the work at every level. The additional staff and other facilities asked for in my letter Rc.No.1023 K3/61 dated 15.7.1961 are the irreducible minimum necessary for the working of the CARE Programme with the maximum efficiency worthy of the American Aid. I would, therefore, request Government to accept in full the proposals made by me and sanction urgently the requisite additional staff so that proper and adequate supervision and control can be ensured right from the beginning.

2. In this connection I am giving below an extract from a letter written to me by the Hon'ble Minister for Finance and Education from 'Kellong Centre', Michigan State University, dated 9.7.1961: --

"You might have seen from the newspaper reports that there was a formal function at Washington in regard to the CARE aid to our school Mid-day Meals Programme. Ambassador Galbraith was also present on that occasion and he had many nice things to say about Madras. Everybody was appreciative of the great effort we are making in the field of education. At New York I visited the headquarters of the CARE Organization and had very useful discussions with the authorities regarding their distribution programme. They have agreed provisionally to increase the assistance by about 50% in the next year and will further increase by 10% or 20% every year till all the children are fully covered. If everything goes on well, they will be prepared to continue the assistance by a fairly longer period till we develop our own resources.

contd.

Under the circumstances it is our responsibility to see that we build up an organization to see that the aid is effectively utilised. Even if we are to incur some considerable expenditure in this connection we should not mind it ... "

As rightly pointed out by the Minister, it would be advisable not to stint the expenditure on the employment of additional staff essentially required for the implementation of the CARE Programme.

3. If the Programme were to begin with inadequate staff, there is the risk of break down or delay at some centres and even if the staff is subsequently strengthened the reputation lost cannot easily be regained.

Yours sincerely,

(N.D. SUNDARAVADIVELU)

To

Sri K.Srinivasan, I.A.S.,
Secretary to Government,
Edn.and Public Health Department,
Fort St.George,
MADRAS.9

(48) ~~80A~~ 81

S. VADIVELU,
SPECIAL OFFICER FOR SCHOOL
MEAL PROGRAMME.

OFFICE OF THE DIRECTOR OF
PUBLIC INSTRUCTION, MADRAS.
DATED 17th July, 1961.

D.O.No.22 SM/61.

A2B

Dear Sir,

Sub: CARE - School Meal to Children in Elementary Schools - Facilities to be afforded to Field Representatives of the Organisation.

...

I am enclosing for favour of your information a copy of the instructions issued to all the District Educational Officers in the State (except Kanyakumari) and the two Divisional Inspectors in regard to the facilities to be afforded by the Inspecting Officers of the Department to the Field Representatives of the CARE Organisation on their tour in connection with the implementation of the CARE Programme.

Yours sincerely,
S. Vadivelu
(S.VADIVELU.)

Sri S. Guhan, I.A.S.,
Deputy Secretary to Government,
Education and Public Health
Department, MADRAS - 9.

EPH/E6

May be filed.

19.7.61

20/7, 21.7.61

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Copy of the Proceedings of the Director of Public Instruction, Madras Rc.No.22, S.M./61, dated 12.7.61 to the District Educational Officers in the State (Except Kanyakumari) and the Divisional Inspectors of Schools, Madurai and Coimbatore.

...

43.b

Sub: CARE - School meal to children in Elementary Schools - Facilities to be afforded to Field Representatives of the Organisations.

...

The District Educational Officers are already aware of the fact that the CARE (Co-operative for American Relief Everywhere) organisation, U.S.A., have come forward with an offer of Rice, Milk, Powder, Corn-meal and cooking oil towards school meal scheme in Madras State worth about Rs.3,00,00,000/-. The organisation has three filed Representatives who will be touring the districts in connection with the implementation of the CARE Programme. The District Educational Officers are requested to meet them and render all possible assistance to them and furnish such information and particulars as may be required by them for studying problems connected with the working of the scheme and for watching the progress made, when they happen to tour in their districts.

2. The Deputy Inspectors of schools in their respective jurisdiction may also be instructed to afford necessary facilities to the field Representatives while on tour in their Ranges.

/Ttrue Copy/

DP.17.7.

Immediate

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read (W)

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E. & P.H. (E6) Deptt.

Edn.-CARE Mid-day Meal Programme-Distribution of Commodities-Addl. staff-Sanctioned.

Read again: G.O.No.1204 Edn. dt. 24-5-61.
G.O.No.1374 Edn. dt. 7-6-61.
D.O.No.68459 E6/61-1 Edn., dt. 17-7-61.
From the D.P.I., R.Cl.No.26/61-2 dt. 25-5-61.
R.C.No.18 SM/61 dt. 7-7-61.
C.No.20 SM/61 dt. 12-7-61.
No.1023-K3/61 dt. 15-7-61.

ORDER Ms. No. 1805 Edn. dt. 21/7/61.

Govt. sanction the employment of the following staff on the usual scales of pay and allowances, from the date of appointment until 28-2-62 or until the necessity ceases, whichever is earlier, in connection with the work of handling and distribution of the commodities offered by the CARE Organisation for the mid-day meal programme in this State.

1) In the Office of the D.P.I.

One Supdt. Rs.180-5-200-10-300

One U.D.C. Rs.125-5-175

One L.D.C. Rs.90-4-110-3-140

One Typist Rs.90-4-110-3-140 (plus spl. pay Rs.10/- P.M.)

One Peon Rs.50-1-60

2) Field Officers.

Two field officers in the cadre of D.E.Os. in the M.E.S., on the scale of Rs.300-25-800, one for each of the two Divisions, Madurai and Coimbatore.

For each of the two Field Offic[ers]

P.T.O.

One U.D.C. Rs.125-5-175

One steno-typist Rs.90-4-110-3-140
(plus a spl. pay of Rs.15 or Rs.35 P.M.)

One peon Rs.50-1-60

3) In the Office of the D.E.Os.

One U.D.C. on the scale of Rs.125-5-175 and one watchman paid from contingencies, in each of the 23 offices of the D.E.Os. mentioned in the annexure.

4) Staff for City godowns.

(a) One Store-keeper on Rs.150-5-200.

(b) Two Upper Division Clerks on Rs.125-5-175.

(c) Three watchmen paid from contingencies.

The store-keeper should be required to furnish a cash security of Rs.2,000 (Rupees two thousand only).

2. Sanction is accorded to the supply by the C.S.P. of one typewriter to the office of the D.P.I. and to each of the two field officers.

3. The expre. involved on the staff sanctioned above and on other items of expre. connected with the CARE mid-day meal programme will be debited to a new Sub-head of account to be opened under the head "37. Edn.-General-s. Misc.", as indicated below.

"F. Expre. on CARE Programme.

1. Pay of officers.

2. Pay of Establishments.

P.T.O.

3. Allowances-

Dearness allowance.

Travelling allowance.

Other compensatory.

4. Other charges.

5. Contingencies".

4. Necessary funds will be provided by re-appropriation or by taking supplementaries as the case may be.

5. This order issues with the concurrence of Fin. vide their U.O.No. 81409/A/E1/61-19. 21.7.61

The D.P.I. (2 copies).
The A.G.
The A.G., Madras-9.
The P. & A.O.
The C.S.P.
The Fin. Deptt.
Copy to E1 Section.
3 S/cs.

ANNEXURE..

ANNEXURE.

Offices of the D.E.Os.

Name of the Edl. District.	Headquarters.
1. Madras North	Madras
2. Madras South	Madras
3. Chinglepet	Saidapet
4. Thanjavur East	Nagapattinam
5. Thanjavur West	Thanjavur
6. Dindigul	Dindigul
7. Madurai	Madurai
8. Ramanathapuram	Madurai
9. Virudhunagar	Virudhunagar
10. Tirunelveli North	Tuticorin
11. " South	Palayamkottai
12. " Central	Palayamkottai.
13. Villupuram	Villupuram
14. South Arcot	Cuddalore
15. Tiruvannamalai	Tiruvannamalai
16. North Arcot	Vellore
17. Tiruchirapalli	Tiruchirapalli
18. Pudukkottai	Pudukkottai
19. Dharmapuri	Dharmapuri
20. Salem	Salem
21. Erode	Erode
22. Coimbatore	Coimbatore.
23. Nilgiris	Coonoor

By Spl. Messenger

(62) 46b 89

E.&PH.Department (E6)

D.O.No.~~68459~~/86/61-3/Edn., dt. 22.7.61

Dear Sri Sundaravadivelu,

Sub: School Meals Programme-
Distribution of commodities
by CARE organization--
Regarding.

Ref: 1) Your Rc.No. 26/61-2 dated 25-5-61
2) Your Rc.No.18/SM/61 dated 7-7-61
3) Your Rc.No.1023/K3/61 dated 15-7-61
4) Your D.O.No.1023/K3/61 dated 17-7-61

--

I enclose herewith a copy of G.O.No.1805, Edn., dated 21-7-61 which contains orders on the staff proposals sent by you in the references cited.

2. A detailed justification on the basis of the actual work load after the shipment arrives can be made out, if necessary, for the reduction of one Upper Division clerk and one lower division clerk in the staff sanctioned for the office of the D.P.I.

3. Regarding the Field Officers, two D.E.Os. have been sanctioned and they may be attached to each of the two Divisional Inspectors. Their offices may also be located in the offices of the Divisional Inspectors. Regarding the supporting staff for D.E.Os., a skeleton staff of one Upper Division clerk, one Stenographer and one peon has been sanctioned

now. A case for the additional staff for the two Field Officers can be made out, if necessary, on the basis of the actual work load when a clear or picture of their functions and responsibilities emerges.

4. Regarding the three D.E.Os. and two Executive Assistants for the Special Officer, they have to be considered in the context of the arrangements to be made when rice, wheat, corn meal and vegetable oil start coming in. These commodities have obviously to be moved to the districts by rail. A system of despatches straight from the Harbour to the districts will have to be organised and godown space has to be hired in district headquarters as well as in some of the Municipalities. It has therefore been considered that it will be desirable to go in for a Movements Officer of some experience and stature who can look out for godowns even now, hire them and keep them in readiness to receive the despatches well in advance of the arrival of these commodities. The Movements officer will have to prepare despatch instructions so that the commodities can move straight from the Harbour to the districts. Otherwise, we would be wasting a good deal of money in motor transport from the Harbour

to the City godowns and thence to the railway yards. Mr.Davies and Mr.Banerjee of CARE discussed this proposal among other things with Secretary, EPH. last week and are of the view that it is urgently necessary and highly desirable to have a Movements Officer with civil supplies experience. I am to request you to offer your remarks on this proposal. The third D.E.O. and the Executive Assistants for the Special Officer will have to be considered only in the context of the proposal to have a Movements Officer.

5. As regards staff for the D.E.Os., one upper Division Clerk as requested and one watchman have been sanctioned. Since the milk powder will be for only one or two days at the headquarters of the D.E.Os., it should be possible to maintain a "round-the-clock" watch with the watchman newly sanctioned and one of the peons at the D.E.O's headquarters.

6. As intimated in paragraph 16 of my D.O.No.68459 E6/61-1 Edn., dated 17-7-61 to you, which proposes to discuss further the question of allowing one lower division clerk to each Deputy Inspector, this can be finalised in the discussions now proposed to be held on 26-7-61.

7. Your proposals also include the supply of jeeps to 33 officers. The cost of a jeep with rebuilt body has been estimated at Rs.8,000/-. It is not correct. This proposal will be pursued and an early decision taken after the correct cost of a jeep with trailer is furnished. The weight of commodities that can be carried in a jeep with trailer may also be intimated to Government.

8. In the last paragraph of your Rc.No.SM 20/61-1 dated 12-7-61, it has been stated that permission may be given to D.E.Os. to incur necessary contingent expenditure in connection with loading, unloading, packing and transport charges. Specific proposals regarding the monetary limit of permanent advance to be sanctioned to them are awaited from you for taking further action on this proposal.

Y/S.

To

Sri N.D.Sundaravadivelu, M.A.,L.T.
D.P.I., Madras-6.

95 93

(54)

Rc.(D.O.)17 SM/61.

48 b

M. Muhammad Ghani,
Deputy Director of Public Instruction.
(Training.)

Office of the
Director of Public Instruction,
Madras, dated 1-8-1961.

Dear Sri Guhan,

SUB: CARE Programme- Transport of commodities from the City to Educational District Headquarters and to Range Headquarters.

REF: Your D.O.No.68459 E6/61-4 Education dated 28-7-1961.

For perusal. Nothing tangible has resulted so far.

With reference to item No.6 in the D.O. cited, regarding transport of CARE commodities from the City godown to the District Headquarters, the position is as follows:-

(i) The Special Officer for School Meals was sent to Madurai to negotiate along with the Divisional Inspector of schools,-Madurai with the authorities of the Southern Roadways, Private Limited, Madurai. The Managing Director, Sri T.S.Krishna was away at Delhi. Therefore they had discussions with the other principal officers of the Southern Roadways on 27th and 28th July, 1961.

(ii) After much persuasion, the principal Officers have held out a tentative promise to consider the possibility of giving a rebate on their rates previously quoted, in consideration of the fact that the articles to be transported are gifts for the benefit of poor children in schools. They could not however give any definite decision in the absence of the Managing Director. Sri T.S.Krishna, the Managing Director, is expected back from Delhi on the 4th of August. The Southern Roadways are in communication with him on this question and if he passes final orders from Delhi itself we may expect a reply even before the 4th of August.

2. In regard to transport of commodities from the Educational headquarters to the range headquarters also referred to in item 7 in the D.O. cited, the Special Officer had discussions with the Principal Officers of the Southern Roadways, The following is the result of the discussions:-

(i) The Southern Roadways are prepared to accept loads for transport from district headquarters to the range head-quarters which have their depots or which are on the route of their services. But they insisted that the rate

p.t.o.

-113- 111 DPI/E6

Memo No 90161. E6/61-2 Edn. dt: 10.10.61

Edn. CARE Programme - Security Deposit to be furnished by Storekeeper -

Read again: G.O. No. 1805 Edn d/ 21.7.61.
From the D.P.I. no. 792. C15/61 d/ 13.9.61

In G.O. no 1805 Edn d/ 21.7.61 Govt sanctioned, among others, a post of Store Keeper for the godowns placed at the disposal of the Edn Dept for storing the CARE Commodities. The Store Keeper was required to furnish a Cash security of Rs 2000/. The D.P.I has now recommended the change in the form of security deposit from Cash to Post Office Savings Bank Deposits. Govt accept the recommendation of the D.P.I.

This Memo issues with the concurrence of Fin Dept - vide their U.O. no 106143. EA/61-1 d/ 28.9.61

CENTRAL DESPATCH BRANCH
Post
Despatched by Regd. Post
Messenger
11/10

The D.P.I
.. A.G.
.. File

9/10

7.10.61

of Rs.1.50 per mile would apply only for full lorry loads and that for smaller loads they would charge their usual rates of 4.3 n.P per quintal per mile. They have however agreed that the prospective rebate in the rate for transport of goods from the city godown to the educational district headquargers will apply to the transport of the smaller loads from District Headquarters to Range headquarters. A complete list of range headquarters arranged district-wise has been given to them. They could not say off hand which places they could serve. They wanted a week's time to contact their depots and give us a reply.

(ii) As regards places which cannot be covered by their present services, they have promised to help us in making alternative arrangements.

I shall make a further report as soon as the final decision of the Southern Roadways is known.

Yours sincerely,

To

Sri S. Guhan, I.A.S.,
Deputy Secretary to Government,
Education and Public Health Department,
Fort St. George,
MADRAS.9.

(57) 98 50 97

N.D. Sundaravadivelu, M.A.L.T.,
DIRECTOR OF PUBLIC INSTRUCTION

Office of the Director of Public Instruction Madras
Dated 7.8.1961.

DO 18 SM/61

Dear Sri Guhan,

Sub: SCHOOL MEALS PROGRAMME - Distribution of commodities offered by CARE Organisation.

..

p 43 ante
p 91 ante

Ref: 1.Your D.O.No.68459 E6/61-1 Edn.dated 17.7.1961
2.Your D.O.No.68459E6/61-3 Edn. dated 22.7.1961
3.Your D.O.No.68459 E6/61-3 Edn. dated 28.7.'61 enclosing the summary record of discussions with the Chief Secretary on 26.7.1961.

--:@:--

I am giving below the replies on the matters referred to in the three references cited: --

Ref:(1) D.O.No.68459 E6/61-1 Edn.dated 17.7.1961.

Paragraph.2. A copy of the instructions issued to Officers to afford facilities to the CARE Field Representatives has already been submitted to Government in this Office Rc.No.22SM/61 dated 17.7.1961.

81 ante

Paragraph.3.

Government have since issued orders sanctioning two posts of District Educational officers for Field Officers in their order Ms.No.1805 Education dated 21.7.1961.

p 85 ante

Paragraph.4.

No customs duty and harbour dues are payable on the shipment received at Madras.

Paragraph.5.

M/s.Ahmed and Company have been appointed as handling Agents in G.O.Ms.No.1895 Education dated 2.8.1961.

Paragraph.6.

One of the two godowns occupied by the T.U.C.S. Limited, (Block 'C') and one half of the godown occupied by the Director of Public Health (Block 'D') have been vacated and are ready for occupation.

Government orders are still awaited regarding the release of godowns for other commodities. It will be most desirable that all the four godowns at Gopalapuram should be released for the CARE Programme.

Paragraph.7.

Government orders have since been received regarding the proposal for watchmen for the godowns. (G.O.Ms.1805 Education dated 21.7.1961)

Paragraph.8.

Government have passed orders in G.O.Ms.1805 Education

contd.(2)

dated 21.7.1961 regarding the staff to be employed at the Gopalapuram godowns.

Paragraph.9

Proposals to prevent damage by dampness were submitted to Government in this office letter Rc.2 SM/61 dated 19.7.61 and Government have approved the expenditure in their order Ms.No.1865 Education dated 29.7.1961. The Public Works Department are carrying out the work.

Paragraph.10.

B Regarding Kanyakumari district and Shenkottah Taluk in the Tinnevelly District, it was agreed at the Conference of the Chief Secretary on 26.7.1961 that the Madras City and these two areas should be included in the CARE Programme provided the Midday Meal Centres in these areas came under the Madras School Meals Scheme. Detailed proposal regarding this have been submitted to Government vide letter Rc.46 P&D 4/61 dated 1.8.1961.

Detailed particulars of requirements of commodities to each Dy.Inspector's range are being worked out by the Inspecting Officers after a personal inspection of each and every Midday Meals Centre and personal verification of the quantum of local contribution. The final statements from the Dy.Inspectors are expected within the next few days.

C Distribution lists will be submitted to Government as soon as they are ready.

Paragraph.11.

Proposals to entrust the work to Southern Roadways have been submitted to Government in my letter Rc.No.18 SM/61 dated 6.8.1961. Statement of comparative costs has also been furnished.

Paragraph.12.

The survey of storing spaces available in the offices of the District Educational officers and Deputy Inspectors is over. All the offices, except two in Chingleput District which could not be visited, ~~reached on account of floods~~, have been visited and a complete statement is submitted to Government separately.

i) Adequate and suitable accommodation available in 133 Dy. Inspectors' offices and 8 District Educational Officers' offices.

ii) Adequate and suitable accommodation available but requiring minor improvements in 92 Dy. Inspector's offices and 2 D.E.O.'s offices.

iii) Accommodation ~~ix~~ available is either inadequate or unsuitable in 32 Offices of the Dy. Inspectors and 10 offices of the District Educational officers. The officers concerned have been instructed to find other or additional accommodation immediately.

Note: Even in item (iii), space for milk-powder is available and has been earmarked.

2. The figures given above do not include offices in Madras city and Kanyakumari District and ~~xxxxxxxxxxxxxx(?)~~ Shenkottah Taluk as Government orders on CARE aid to these areas are awaited.

contd...(3)

Paragraph.13.

Regarding the distribution of milk-powder and also cooking oil, cornmeal, etc., from the D.E.O.'s offices to range headquarters, kind attention is invited to paragraph (9) of this office letter Rc.No.18 SM/61 dated 6.8.1961.

Paragraph.14

Government have issued orders - vide G.O.Ms.No. 1805 Education dated 21.7.1961 sanctioning a post of upper division clerk to each of the District Educational Officer's offices.

Paragraph.16

Alternative proposals for the payment of a special pay of Rs.15,10,5 p.m. to the staff of the Deputy Inspector's Offices have been submitted to Government vide Rc.No.1023K3/61 dated 26.7.1961.

Paragraph.18.

It has been suggested that firka Revenue Inspectors also should be authorised to inspect the Midday Meal Centres. It has already been agreed that in addition to the departmental officers, Tahsildars, Panchayat Union Commissioners, Collectors and Revenue Divisional Officers should visit the schools and verify the stocks. On the Departmental side, the District Educational officers will visit a specified number of midday meal centres every week and submit a report. The Deputy Inspectors of schools in their turn will visit a few midday meal centres every week systematically even if it means going slow with other routine work. In addition, the Field Officers and CARE Representatives will also inspect a number of Centres. I, therefore, consider that it is not necessary to add any more category of Inspecting Personnel to those already envisaged. Too many people inspecting the Midday Meal Centres will create the impression of harrasment to the Headmaster. If the Headmaster feels harrased he might without infringing any rules see to it that the Midday Meal Centre does not contine to function, as he is the man who is most responsible for stimulating local contribution. I therefore do not consider it necessary to authorise the firka Revenue Inspectors to inspect Midday Meal Centres.

Paragraph.19

(1) The arrangements for distribution in Madras City will be the same/for the Districts, that is to say, to the District Educational Officers in the first instance and from the District Educational Officers to the Deputy Inspectors. The distribution in the city will be by jeeps if they are supplied and if not, by other local conveyances.

(2) I confirm the presumption that public contribution will be insisted upon in advance of the release of the CARE commodities. Actually it was already a condition insisted upon for the payment of Government grants. The certificate of the Chairman that local contribution had been collected was accepted at its face value till now.

contd..(4)

But now, the Deputy Inspectors have been asked to visit the Midday Meal Centres and personally satisfy themselves that local contribution has actually been collected. They have also been further instructed to see that the cash is deposited in the Savings Bank or some other Banks. They are now at this work.

(3) Regarding punishments and penalties, any irregularity will result in summary stoppage of CARE commodities. Any serious fraud, if detected, will have to be reported to the Police for action under the LAW.

(4) Demonstration in re-constituting the milkpowder into milk will be arranged with the CARE Personnel to the Deputy Inspectors in each Educational District at convenient Centres. The Deputy Inspectors will, in their turn, demonstrate it to the teachers at the Teachers' Association Meetings. Although, normally, the Teachers' Association Meetings are staggered over all the four Saturdays, for the purpose of this demonstration, the Associations can be made to momplete their meetings on two consecutive Saturdays in the very first month.

(5) The registers to be maintained at places of storage and returns to be submitted by the Officers of the School Meal Centres have been finalised in consultation with the CARE Authorities. The Department is already having the prescribed Register for consumable goods. This was shown to Mr.Bannerji along with other departmental Registers. He is satisfied that the Register for consumable goods will be adequate. Forms of returns at every level have also be drawn up in consultation with CARE Authorities, to suit their needs also in the light of their past experience in running the scheme. It is therefore not necessary to have these registers and returns checked by the Board of Revenue (Civil Supplies Department)

Ref: (2). D.O.68459 E6/61-3 Education dated 22.7.61.

Paragraphs.(1),(2) and (3).

No remarks called for.

Paragraph.4

I agree to the proposal of appointing a Movement Officer. He must be one who will work directly under the guidance of the Special Officer. I am, therefore, of the opinion that he must be in a rank below of the Special Officer, not higher than a Tahsildar. The Director of Public Instruction should be permitted to select from a panel of five.

Paragraph.5 No remarks called for.

Paragraph.6

Alternative proposals for payment of special allowance to the staff in the Deputy Inspectors' offices have been submitted to Government in my letter Rc.No.1023 K1/61 dated 26.7.1961.

Paragraph.7

Proposals with the correct cost of the jeep with trailer have since been submitted to Government in my letter

contd..((5)

Rc.1023K3/61 dated 4.8.1961.

Paragraph.8

On further consideration of the question of sanctioning permanent advance to the District Educational officers to incur contingent expenditure I am of the view that it is not necessary at present. If the question of the Southern Roadways (Private) Limited for transporting goods from Madras to the headquarters of the D.E.O.s and from there to the large number of ranges is accepted the need for incurring contingent expenditure by the District Educational officers does not arise in respect of goods transported by the Southern Roadways. Even for the transport of commodities from D.E.O.'s offices and to range centres not covered by the Southern Roadways, it may be possible to make permanent arrangement with local lorry service and pay them on production of monthly bills. The question of each payment will arise only when the mode of transport of rice is decided.

Further proposals regarding permanent advance will be submitted to Government in due course based on the experience in the next few months.

Ref: (3). Record of discussions with the Chief Secretary, on 26.7.1961.

Paragraph.1.

Regarding the inclusion of Kanyakumari district for the distribution programme, proposals have been submitted to Government in the Director's letter Rc.No.46 PD4/61 dated 1.8.1961.

As regards the range-wise distribution list of milk-powder, the exact particulars will be received in a few days from the Dy.Inspectors of schools and the same will be submitted to Government as quickly as possible.

Paragraph.2.

Orders appointing Messrs. AHMED & COMPANY as clearing agents have since been issued by Government.

Paragraph.3.

One block of the godowns (block 'C') and one half of the block occupied by the Director of Public Health have been vacated and are ready for occupation.

The Secretary to Government (Education & Public Health) Department, inspected the godowns on 3.8.1961.

Paragraph.4.

The Special Officer has already made a survey of the godown accommodation available in the City and submitted proposals to Government in Director's letter Rc.2 SM/61 dated 30.5.1961.

contd...(6)

I would repeat again that the most desirable arrangement would be to secure all the four blocks of the godowns at Gopalapuram and also the two blocks at Egmore, as already proposed in Director's letter Rc.2 SM/61 dated 30.5.1961.

The Regional Director of Food, Madras has been requested to let us know whether he has any godowns to spare at Trichy and Coimbatore. The further report on this will be submitted to Government shortly.

(b) As regards the movement of rice from the harbour straight to the consuming centres it was agreed to defer a decision to a later date.

Paragraph.5

A comparative statement of costs of transport has been submitted to Government in the Director's letter Rc.18 SM/61 dated 6.8.1961.

Paragraph.6

Results of negotiations with the Southern Roadways Madras, have been reported to Government in the Director's letter referred to above.

Paragraph.7

The question of transport from City godowns to District headquarters and then to range centres have been discussed and proposals submitted to Government in the D.P.I.'s letter Rc.18 SM/61 dated 6.8.1961.

Paragraph.8.

A district-wise statement of storage space available at the offices of the District Educational officers and range offices is submitted separately.

Paragraphs 9 and 10.

No remarks are called for.

Yours sincerely,

(N.D.Sundaravadivelu)

To
Sri S.Guhan, I.A.S.,
Deputy Secretary to Government,
Education and Public Health Department,
Fort St.George,
MADRAS.9

From

Sri N.D.Sundaravadivelu, M.A., L.T.,
Director of Public Instruction,
Madras

To

The Secretary to Government,
Education and Public Health
Department, Madras - 9

Rc.No.792-C.15/61 dated:13-9-1961

Sir,

Sub: Education - CARE Midday meal programme - Security Deposit to be furnished by Store-keeper - Change in the form of deposit - Requested.

Ref: G.O.Ms.No.1605 Education dated:21.7.1961

90161

In para 1 of the G.O. cited, it has been ordered that the Store-keeper appointed for the City Godowns should be required to furnish a cash security of Rs.2,000/-.

The Store-keeper who offered to furnish the cash security of Rs.2,000/- has now requested that the amount may be deposited in the post office savings bank account with a view to have the deposit of interest bearing. In this connection, I submit herewith a copy of the petition dated:28.8.1961 from Sri B. Radhakrishnan temporary Store-keeper wherein he has explained the reasons for requesting change in the form of deposit.

According to Art. 279 of the Madras Financial Code/Volume I, Government will pay no interest on any deposit held by them in the form of cash. The form of deposit requested for by the Store keeper is similar to the form of deposit indicated in item 4 under Art.279 ibid, which will be the interest bearing one.

In view of the circumstances explained by the Store-keeper, I request that the Government may be pleased to permit the change in the form of Security deposit from 'Cash' to "Post-office Savings Bank Deposits".

In the meanwhile the store-keeper has been directed to deposit the amount of security with this office. As soon as orders of Government are received in the matter, the amount will be deposited.

Yours faithfully,

for Director of Public Instruction

Copy of letter d/28.8.1961 from B.Radhakrishnan, Store-keeper for the City Godowns, in Madras City

Ref: Proceedings - Rc.No.792-C.15/61 d/5-8-1961 of the Deputy Director of Public Instruction (Personnel), Madras

As per orders in the Proceedings cited, I have to furnish a cash security of Rs.2,000/- The amount is ready for being deposited. I understand that Government will pay no interest on any deposit held by them in the form of cash. As it will hit me hard if the large amount of Rs.2,000/- deposited by me does not fetch any interest, I request you to kindly have the amount deposited in the post office savings bank so that the amount may be with the Government and at the same time bear interest also. I am willing to accept the procedure adopted by the Director in this regard. I shall furnish in cash, the security of Rs.2,000/-

112

on 30.8.1961. I request you to kindly have it as interest bearing deposit.

(sd) xxxx
Store Keeper

True Copy-

(64) 59 b 47 115 EDA E1

Memo No 96520 E6/61-1 Edn of 11.10.61

Edn - CARE programme - Appointment of a Movements Officer -

B 105 c/f

From the DM D.O. SM18/61 d 7.8.61

Govt do not consider it necessary to appoint a Movements Officer for the CARE Commodities at present.

CENTRAL DESPATCH BRANCH
Post
Regd. Post
Messenger
Spl. Messenger
Despatched by
Date and initials

DPI

[illegible] 10/61

[illegible] 10.10.61

[illegible] 11/10

Copy of letter Rc.No.806 C13/61 dated 20-9-61 of the Director of Public Instruction, Madras, to the Secretary to Government, Education and Public Health Department, Fort St. George, Madras.

60 b

Sir,

Sub:- STATIONERY - Typewriter - Education CARE - Midday Meals Programme Distribution of communities - Additional staff sanctioned-Supply of Brief size Typewriter-

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(A) 81-83 of Ref:- Govt. Order Ms.No. 1805 Edn., dated 21-7-61.

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In para 2 of Govt. order cited, Government have sanctioned the supply of one Typewriter to the office of the Director of Public Instruction, Madras and to each of the two Field Officers in connection with the CARE midday meal programme. The Controller of Stationery and Printing, Madras in his letter Rc.Sy.43131/55/61 dated 10-8-61 has informed that in the absence of any indication in the G.O. about the size of the Typewriter to be supplied, only foolscap typewriter can be supplied and that for the supply of brief size Typewriter, specific sanction of the Government may be obtained.

2. I, request Government to sanction the supply of brief size typewriter to the office of the Director of Public Instruction, Madras, and to each of the two Field Officers, as lengthy statements and periodical returns have to be typed in these offices.

(sd.).....

/true copy/

2/2

FOR DIRECTOR OF PUBLIC INSTRUCTION.

SJ/2/12.

4-12-61

Current file 113

Extracts from D.O.No.68459 E6/61-3 Education dated 22-7-1961.

***

xx xx xx

4. Regarding the three District Educational Officers and two Executive Assistants for the Special Officer, they have to be considered in the context of the arrangements to be made when rice, wheat, corn meal and vegetable oil start coming in. These commodities have obviously to be moved to the districts by rail. A system of despatches straight from the Harbour to the districts will have to be organised and godown space has to be hired in district headquarters as well as in some of the Municipalities. It has therefore been considered that it will be desirable to go in for a Movements Officer of some experience and stature who can look out for godowns even now, hire them and keep them in readiness to receive the despatches well in advance of the arrival of these commodities. The Movements Officer will have to prepare despatch instructions so that the commodities can move straight from the Harbour to the districts. Otherwise, we would be wasting a good deal of money in motor transport from the Harbour to the City godowns and thence to the railway yards. Mr. Davies and Mr. Banerjee of CARE discussed this proposal among other things with Secretary, Education and Public Health last week and are also of the view that it is urgently necessary and highly desirable to have a Movements Officer with civil supplies experience. I am to request you to offer your remarks on this proposal. The third District Educational Officer and the Executive Assistants for the Special Officer will have to be considered only in the context of the proposal to have a Movements Officer.

xx xx xx

Extract from Director of Public Instruction's D.O.No.18 SM/61 dated 7-8-1961.

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xx xx xx

I agree to the proposal of appointing a Movement Officer. He must be one who will work directly under the guidance of the Special Officer. I am, therefore, of the opinion that he must be in a rank below the Special Officer, not higher than a Tahsildar. The Director of Public Instruction should be permitted to select from a panel of five.

xx xx xx

/True Extracts/

Committees on how they should reconstitute the milk powder into milk. Secretary may recall that the Director General of Health Services also mentioned this at the last Conference of Education Secretaries. The D.P.I. may be asked to train his Deputy Inspectors and through them the concerned persons in the schools.

X. CONCLUSION

1. To sum up:

No action is necessary beyond communication of formal approval in respect of the proposals in paragraphs 1, 8, 11-13, 18, 19, 21, 23-25, 27 and 28 in the D.P.I.'s note.

In paragraphs 9, 18, 19, 21, 25 and 27 the D.P.I. has dealt with the ledgers and other accounts to be kept and the system of receipts and returns to be insisted upon at each stage of the operation. He may be requested to get these proposals cleared by the Board of Revenue (Civil Supplies). The Addl. Secretary, Board of Revenue (C.S.), Sri S.A.Sundararajan will also be addressed from here to scrutinise them and O.K. them.

In respect of paragraphs 2, 4-6, 10, 14-17, 20 and 30, the D.P.I. is being asked to expedite further action. He will also be addressed on the points not covered in the note dealt with in section IX above.

Further action will be taken at the Secretariat with respect to 3, 6, 7, 9, 22, 26 and 29.

The entire expenditure on the CARE

scheme may be debited to a separate sub-head of account. This will be devised in consultation with the Finance Department.

2. Chief Minister wanted a general discussion on the arrangements made with C.S., Finance Secretary, Secretary, EPH. and D.P.I. The first consignment is now expected only at the end of the first week of August and the discussion can be arranged in the last week of July (i.e., about 10 days hence) by which time, the arrangements may be expected to take ~~further~~ firmer shape.

S

S. Julan
13.7.61

I agree generally with the views expressed by D.S. in his note above, subject to a few marginal comments. It is unfortunate that the D.P.I. has still not given us even a rough estimate of the cost involved on storage, distribution and supervision. According to a very rough computation made by me, it may amount to as much as Rs. 12 to 15 lakhs per annum on this account.

S
Fin Secy
C.S.
/x

U. Srinivasan
14.7.61

FINANCE SECRETARY.

CHIEF SECRETARY.

Transport of Milk powder by lorry to the districts may be convenient, but can be expensive. The first consignment may be transported by lorry but before the second consignment arrives, we must assess the comparative costs – this is all the more necessary in view of x above.

The collection of the peoples contribution in the urban areas to which the scheme is being introduced is important. ~~ass~~ One Underlying this is not [illegible] easily. Example, the concept of [illegible]

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68 D

people's contribution may get blurred & gradually forgotten.

The demand of Secy E P H in the 260 L.D. clerks for the Dvl inspectors is noted. This is a very expensive proposal — about Rs 3 lakhs per annum & should be avoided if possible. Part-time compensation for all the clerks existing clerks of the Dvl. Inspectors may be considered if necessary.

When rice, wheat & corn start coming in, movement to the Districts must have to be by rail. obviously a system of despatches straight from the harbour to the districts, will have to be organised as go-down space hired in district head quarters. Should we not go in for a movements officer of some experience & status forthwith? He has to look out for go-downs, hire them & keep them in readiness to receive the despatches even before the 1st steamer arrives, he must prepare the despatch instructions so that the stuff moves straight from the harbour to the districts. Otherwise we waste a good deal of money in ~~transpo~~ motor transport from harbour to city go-down & thence to city or the Railway station. Only a buffer stock need be stored in Madras City.

[illegible] 14/7/61

I agree with Fin Secy. [illegible]

[illegible]

W/15/7
DS(E)

Ed PH

E.&PH.Department

Further to the staff proposals sent in his note on the distribution of commodities given by CARE, the D.P.I. has sent comprehensive staff proposals in his reference dated 15-7-61 (pages 7--21). I have discussed these proposals with Deputy Secretary, Finance Dept. (Sri S. Venkitaramanan). He has agreed that the following course of action may be adopted with reference to each one of the proposal.

(i) Additional staff for the Director's office:

p 7/c

We have sanctioned a staff of one Superintendent, two Upper Division Clerks, one Steno-typist and one typist to work under the Special Officer for School Meals Programme. The D.P.I. has requested an additional staff of one Superintendent, two U.D.Cs., 2 L.D.Cs., 1 typist and two peons. We may now sanction one Superintendent, one U.D.C., one L.D.C., one typist and one peon and request the D.P.I. to come up to Government for any further staff necessary on the basis of the actual work load.

p 9/c

Apart from the clerical staff, the D.P.I. has requested two executive assistants in the grade of Deputy Inspectors of Schools for the Special Officer. The extent to which the Special Officer's staff will have to be augmented will depend upon whether we are going to have an independent Movements officer or not. The D.P.I.'s views on this proposal may be invited and the sanction of two executive assistants may be held over till a decision on the Movements officer is taken.

16 ~~4~~ 16 2

-2-

(ii) Field Officers: The D.P.I. has requested for three D.E.Os. to function as Field Officers. This has been discussed in the main file and it has been decided to allow him to have two D.E.Os. to be attached to each of the two Divisional Inspectors.

p 9 / c

Vide p 1 ante

As for clerical assistance to each of the Field Officers, the D.P.I. has asked for one headclerk, one upper division clerk, two lower division clerks, one steno-typist one typist and two peons. The functions and responsibilities of the field officers are not yet quite clear and the staff asked for by the D.P.I. is overpitched. We may therefore allow one upper division clerk, one steno-typist and one peon to each of the field officers and request the D.P.I. to come up to Government with proposals for any further staff necessary on the basis of the actual work load they have to discharge. For the present, the field officers may be requested to locate themselves in the offices of the Divisional Inspectors. The D.P.I. may be requested to send specific proposals for increase in allotment for furniture, rent etc.

p 9 / c

(iii) Additional staff for D.E.O.s:

It has been agreed in the main file to sanction one Upper Division clerk and one watchman to each D.E.O.

Vide p 2 ante

(iv) Staff for the offices of the Deputy Inspectors:

It is proposed to have a discussion

-8-

70 b

on this with the D.P.I. and the D.P.I. has also been addressed on this.

(v) Supply of jeeps:

Extracts have been taken from the file and this is being pursued separately.

2. The draft order placed below may issue after acceptance by Finance and may be circulated after issue. The order will be sent to the D.P.I. with a covering D.O. explaining the further justification required from him in cases where we have not sanctioned the full staff.

20/7

20.7.61 / DS. / Fin (Shri S. Venkitaraman)

F. u.o. 81409-B/E.1/61-1 21-7-61.

G.O. No. 1805 Edn dt 21.7.61
D.O. No. 68459 E6/61-3 Edn dt 22.7.61

E. & P.H. (E6) Deptt.

71

NOTE FOR CIRCULATION.

71 b

Govt. have accepted the offer of the CARE Organisation to supply 18.75 million pounds of rice, 6.25 million pounds of milk powder, 3 million pounds of enriched cornmeal and 3 million pounds of vegetable cooking oil for supplementing and enlarging the midday meal scheme in this State. These commodities are valued at 3 crores of rupees. The first consignment of milk-powder is expected to be received in the Madras harbour early in August 1961. It will be stored in godowns and from there despatched to the headquarters of the D.E.Os. by lorries. The D.E.Os. will distribute it to the Dy. Insprs. who in their turn will distribute it to midday meal centres. The movement of commodities by rail instead of by lorries is being examined separately.

2. The ~~hazdzy~~ handling and distribution of commodities require a spl. staff for smooth and expeditious working. So far, Govt. have sanctioned only a Spl. Officer of the grade of a D.E.O. in the D.P.I's. Office to be in overall charge of that work with an auxiliary staff of 1 office Section. For the State-wide work involved, the D.P.I. subtd. certain proposals for addl. staff, which were discussed with Fin. and with their concurrence orders have been issued in G.O.No.1805 Edn., dt. 21-7-61 sanctioning the following staff upto 28-2-62, in view of the urgency.

P.T.O.

In the Office of the D.P.I.

One addl. section consisting of a Supdt., one U.D.C., one L.D.C., one Typist and a Peon.

257 / 28.7.61.

Field Officers.

Two field officers in the cadre of D.E.Os. in the M.E.S., one for each of the two divisions, Madurai and Coimbatore. For each of the Field Officers, one U.D.C., one Steno-typist and a Peon.

In the Office of the D.E.Os.

One U.D.C. and one watchman paid from contingencies in each of 23 offices.

Staff for city godowns.

One store-keeper, two U.D.Cs. and three watchmen paid from contingencies.

3. The expre. involved will be about Rs.52,000 for 7 months in the current year.

4. The case may be circulated to M(R), M(I) and C.M.

S. [signature] 26.7.61

from p 5 ante

A. Srinivasan 27.7.61

[signature] M(R) 28.7.61

[signature] M(I) 28.7.61

C M

[signature] 20.8.61

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72

E/A

118 21 EPH
72 D. 66

Edn. CARE Programme.
Store Keeper - Security Deposit.

From the D.P.I. No. 792-C.15/61 d/13.9.61

In G.O. no 1805 Edn d/21.7.61 Govt sanctioned among other posts a post of Store Keeper on Rs 150-5-200 for the City godowns placed at the disposal of the Edn Dept for storing the CARE Commodities. The Store keeper is required to furnish a cash security of Rs 2000. The D.P.I. has recommended, on the request of the incumbent of the post, the change in the form of security deposit from 'Cash' to 'Post Office Savings Bank deposits'. There seems to be no objection to complying with the request. Fin may see for remarks and

A

[signature]
15.9.61

[signature]
19/9

Fin

U.O. No 7061 R6/61-1 Edn
15.9.61

Fin (E.A.) Dept

The notes of E&PH above may be perused. Fin may agree to the proposal at A above

SECRETARY TO GOVERNMENT
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[signature]
26/9/61

[signature]
26.9.61

[signature]
27.9.61

E&PH

EMA / E6.

Please see the notes overleaf. A draft Memo is enclosed for approval. [After issue, the pp may be filed with G.O. No. 1805 Edn dt 21.7.61]

[illegible] / 7.8.61

[illegible] / 9/10

(73)

Sub: CARE Programme-Appointment of a Movement Officer

Extracts from note file relating to G.O.No.1805 Education dated 21-7-1961.

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xx xx xx

When rice, wheat and corn start coming in, movement to the Districts must have to be by rail. Obviously a system of despatches straight from the harbour to the districts, will have to be organised in go-down space hired in district headquarters. Should we not go in for a movements officer of some experien[ce] and statrive forthwith? He has to look out for go-downs hire them and keep them in readiness to receive the despatches. Even before the 1st steamer arrives, we must prepare the despatch instruction so that the stuff moves straight from the harbour to the district[s] Otherwise we waste a good deal of money in motor transport from harbour to city go-down and then to City Railway Station. Only a buffer stock need be stored in Madras City.

T.A.V.
15-7-61.

I agree with Fin.Secy.

R.A.G.
19/7/61.

E. & P.H. (E6) Deptt.

The D.P.I. agrees to the appointment of a Movements Officer. He has suggested that the officer must be one who will work directly under the guidan[ce] of the Spl. Officer and therefore he must be in a rank below that of the Spl. Officer and not high[er] than a Tahsildar. He has also stated that he sh

be permitted to select the officer from a panel of five.

Since the suggestion of a Movements Officers was made, Govt. have decided that all commodities except rice should be transported by lorry and arrangements have already been made for transport of the commodities and for their storage in the City and at District and range headquarters. Rice, when it is received, is to be supplied to urban and major panchayat areas only.

Govt. have also sanctioned 2 Executive assistants, in the grade of Deputy Insprs. of Schools, to the Spl. Officer and 2 Field Officers in the grade of D.E.Os., the headquarters of one of whom is proposed to be at Madras. He will therefore be able to assist the S.O.

Having regard to these developments, the D.P.I. may be requested to state whether there is now need for a Movements Officer and, if necessary, what items of work will be allotted to him. Subject to orders a draft D.O. to Sri Ghani is subtd. for approval.

Not necy. pl. see below
20/9

It is quite clear that the DPI is not very keen on having a Movements officer. The entire purpose of having a Movements officer with sufficient stature and experience will be lost if he is to work "directly under the 'guidance' of the Special officer, School Meals Programme" as suggested by the DPI.

As we may not arrive before November, we may discuss this with the DPI on his return from abroad.

9/61

It is hardly necessary to discuss the matter with the DPI. In the altered circumstances, a movements officer is no longer necessary and the DPI may be informed accordingly. Finance may see before a reply is sent.

74b

3.10.61

FINANCE DEPT ... 4 - OCT ... 11207 ... SECRETARY

98309

F.H. U.O. No. 96520 E6/61-1 ... 3-10-61

Fin(E1).

The notes on pp/1-3 above may be perused.

9/x/61.

5/10/61 8/x/61 D/S/...

E & P H.

U.O. 112071 E1/61-1
9/10/61.

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Draft ... for approval. After issue, the file may be filed with (B).

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11/10

10 OCT 1961

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